

CONSTITUTION

CANADIAN DONKEY AND MULE ASSOCIATION

Amended as of April 1, 2003

CANADIAN DONKEY & MULE ASSOCIATION

Incorporated December 29, 1988

AMENDMENTS

Amend Sections 4, 5, 11, 12, 15	April 2, 2001
Add Section 4.8.1	February 26, 2002
Amend Section 15	April 1, 2003

By-laws of the Canadian Donkey and Mule Association

1. Name

The name of the Association shall be the Canadian Donkey and Mule Association, a non-profit organization incorporated under the Animal Pedigree Act (1988) as the breed association for donkeys and mules in Canada.

2. Objectives

The association shall have the following objectives:

2.1 To maintain a registry of donkeys, and to record mules and hinnies, as detailed under Article 15, in the recognized size categories of:

Donkeys:

Miniature: up to 36 inches

Small Standard: 36.01 to 48 inches

Large Standard: 48.01 to under 54 inches for jennets

48.01 to under 56 inches for jacks and geldings

Mammoth: 54 inches and over for jennets

56 inches and over for jacks and geldings

Mules and Hinnies: Classified under two categories

a) 14.2 h.h. and under

b) Over 14.2 h.h.

2.2 To preserve and improve the standard of donkeys and mules in general by improved breeding practices, and encourage the appreciation, care management and use thereof.

2.3 To promote public education in the understanding and management of donkeys and mules.

2.4 To prevent cruelty to donkeys and mules, and cooperate with persons and groups that provide care and protection for donkeys and mules.

2.5 To publish specifications of Standards of Conformation for all size categories of donkeys as well as for mules and hinnies.

2.6 To work with the government to ensure control in the import and export of donkeys and mules and to ensure humane treatment of donkeys and mules in transit, at sale yards and at slaughterhouses.

2.7 To promote donkeys and mules through shows and exhibitions, encourage the provision of classes for donkeys and mules at shows and competitions, and support such classes on occasion through sponsorship or provision of ribbons and trophies.

2.8 To encourage the improvement of donkeys in Canada by allowing access to donkeys not registered in the CDMA herdbook through the upgrading process.

3. Definitions

3.1 In these by-laws, unless the context otherwise requires:

3.1.1 The “Association” means the Canadian Donkey and Mule Association (CDMA).

3.1.2 “Board” means the Board of Directors of the Association.

3.1.3 “Mule” shall include hinny.

3.1.3.1 A mule is produced by mating a horse mare to a donkey jack

3.1.3.2 A hinny is produced by mating a donkey jennet to a horse stallion

3.1.3.3 A zebra mule is produced by mating a zebra mare to a donkey jack

3.1.3.4 A zebra hinny is produced by mating a donkey jenny to a zebra stallion.

3.1.4 “Inspectors” mean those members authorized by the Board to inspect donkeys. Equine veterinarians and equine judges may also act as inspectors.

3.1.5 “Breeder”: The breeder of an animal shall be the owner or lessee of the dam at the time of conception.

3.1.6 “Owner at birth” shall be the owner or lessee of the dam when she gave birth to the animal.

3.1.7 “Importer”: The importer of an animal shall be the first Canadian owner or lessee of the animal.

3.1.8 “Grade Donkey”: Any donkey ineligible for inclusion in the CDMA herdbook. Any donkey registered in a foreign registry unrecognized by the Board of Directors of the CDMA. A grade donkey can be mated to a purebred donkey to produce a percentage purebred donkey.

3.2 Words importing the singular shall include the plural and vice-versa.

4. Membership

4.1 Membership is open to any donkey or mule breeder, fancier, owner or supporter who pay the annual dues for the current year.

4.2 One adult membership entitles the holder to one vote.

4.3 Junior members, those under eighteen (18) years of age, shall pay half the adult fee.

4.4 Junior members do not have voting rights.

4.5 A family membership is available to two adults living at the same address. Each of the two adults is entitled to their own vote, but only one association newsletter shall be provided per family membership.

4.6 Non-resident members

4.6.1 Those who are resident outside of Canada shall be entitled to hold membership in the CDMA under the same terms and conditions as members resident in Canada with the following exceptions.

a) Non-resident members shall not be entitled to exercise a vote regarding the Association's business or activities.

b) Non-resident members shall not be entitled to hold office in the Association.

4.6.2 Non-resident members shall be entitled to access the CDMA registry at the same registry fees paid by resident members.

4.7 Annual dues shall be as determined from time to time by the Board and ratified at the Annual Meeting.

4.8 The membership year of the Association is the calendar year. Membership dues are payable on the first day of the year.

4.8.1 For the purposes of voting in an election or voting at an Annual or Special Meeting, membership dues must be paid in full 50 days prior to the Annual or Special Meeting.

4.9 Life Memberships: Notwithstanding article 4.1, the members at an Annual Meeting may, by simple majority vote, approve a Life Membership for an individual member in recognition of meritorious service to the Association. Life members shall be free of membership fees and shall enjoy all the privileges of membership in the Association.

4.10 Good Standing: A member in good standing is one who has paid the current membership fee 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 fee, or any subscription or 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 re-admitted by the Board upon receiving such funds, as they may consider satisfactory.

4.11 Financial Liability: The financial liability of a member to the creditors of the Association shall be limited to the amount owing by the member for membership or registration fees or any other fees for services provided to the member by the Association.

4.12 Discipline

4.12.1 Upon the written complaint of the Registrar or any member of the association to the Board of Directors, the Board shall direct the President to have investigated:

4.12.1.1 any allegation that a person has violated the bylaws, rules or regulations of the association or has so conducted themselves that their continued membership in the association may be detrimental to the reputation of the association or the achievement of its purposes; or

4.12.1.2 any allegation that any person has violated the provisions of the bylaws of the association relating to eligibility for registration, individual identification of animals, the keeping of private breeding records or any provision of the Animal Pedigree Act or the regulations enacted thereunder.

4.12.2 The method of investigation shall be by:

a) review by the Executive Committee of the Board of the information provided by the complainant and information provided by the person who is the subject of the complaint in order to determine whether a resolution to the allegations satisfactory to both parties can be achieved without further action;

b) appointment of an Ad Hoc Disciplinary Committee by the Board on the recommendation of the Executive Committee in the event that no resolution has been found to the allegation(s) within 45 days of the initial complaint. The committee shall consist of three members in good standing, including one past president, who are familiar with the bylaws of the association; general registry procedures; and the operating principals of an association. The CDMA Secretary shall notify the person who is the subject of the investigation 20 days prior to the commencement of the investigation by registered mail to the last known address of that person.

4.12.3 Upon completion of an investigation by the Ad Hoc Disciplinary Committee, the committee shall determine the matter and may:

a) dismiss the complaint; or

b) censure the person by directing the person to undertake remedial procedures; or

c) suspend the person from membership in the association for a period not to exceed three years, and deny to that person for such period of time any or all services afforded to members by the association; or

d) expel the person from membership in the association; or

e) turn the matter over to the RCMP for investigation under the Offences section of the Animal Pedigree Act.

The decision of the Ad Hoc Disciplinary Committee shall be recorded in writing with reasons given. Included in its written decision, the committee may make recommendations to the Board for procedural improvements. The Ad Hoc Disciplinary Committee's decision shall not become effective unless and until it is ratified by the Board.

In the event the suspension or expulsion is the result of the contravention of the Animal Pedigree Act or a CDMA bylaw relating to the registry as specified in the Animal Pedigree Act (Section 61.b), the person shall be denied access to the registry for the period of the suspension or permanently in the case of expulsion.

4.12.4 Written notice of any disposition of a complaint shall be mailed by the Secretary to the member whose conduct forms the subject matter of the complaint by registered mail, addressed to the person at the last known address of the said person.

4.12.5 All evidence presented to the Ad Hoc Disciplinary Committee pertaining to the complaint shall remain confidential unless an appeal is launched by the person who was the subject of the investigation. On appeal, all evidence is to be provided by the Ad Hoc Disciplinary Committee to the appeal body.

4.12.6 Where the Ad Hoc Disciplinary Committee censures, suspends, expels and/or denies service, the person affected by such decision may appeal to an appeal body which shall be the Board of the Canadian Donkey & Mule Association.

4.12.7 A notice of appeal by the disciplined person shall be filed with the secretary of the association within 20 days of the date of mailing of the notice of decision of the Ad Hoc Disciplinary Committee. The filing period may be extended by the CDMA Board.

4.12.8 The Board may, after hearing the appeal, dismiss the appeal and confirm the disposition of the complaint by the Ad Hoc Disciplinary Committee or may make any other disposition of the matter that was open to the Ad Hoc Disciplinary Committee to make, and shall record its decision in writing with the reasons. Evidence given the appeal hearing shall remain confidential.

4.12.9 The Board may direct the publication of the final disposition of any complaint with or without names.

4.12.10 It is the obligation of every person, whenever requested by the investigating or the appeal body, to give whatever information and produce whatever documents may be required for the proper determination of matters pending before those bodies.

4.12.11 Any member suspended or expelled as a result of a decision of the Board following the appeal process has the right to appeal to the membership for reinstatement at the next annual general meeting. In the event the suspended or expelled member intends to appeal to the membership, notice must be given to the secretary of the CDMA 30 days in advance of the annual general meeting. No special notice of such an application need be sent to members as it shall not be deemed to be special business.

4.12.11.1 A representative of the Board shall present to the membership at the meeting a concise statement providing the pertinent information regarding the reasons for the suspension or expulsion. The suspended or expelled member may make a statement in his/her defense.

4.12.11.2 Reinstatement of the member requires an affirmative vote by two-thirds of the members in attendance and entitled to vote.

4.12.12 The Board may, unless the complaint is dismissed, require that any person whose conduct forms the subject matter of a hearing or an appeal, pay to the association its reasonable costs incurred in and about the investigation and hearing of a complaint, including the traveling expenses of committee members, association officers or staff, investigators, counsel and witnesses, professional fees, and any other necessary disbursements. The Board may also assign a portion or all of said reasonable costs to a complainant (other than the Registrar) if it is determined that the complaint is frivolous.

5. Board of Directors

5.1 The Association shall be governed by a Board of Directors comprised of the following:

- President
- Vice-President
- Past President
- Secretary
- Treasurer
- Regional Representatives
- Inspection Coordinator (non-voting)
- Mule Liaison Officer (non-voting)
- Registrar (ex officio, non-voting)
- Editor (ex officio, non voting)
- Member -at-large, if appointed (non-voting)

5.2 Election to the Board

5.2.1 Election for members of the Board shall be by secret ballot distributed to all members in good standing entitled to vote from nominations received from the membership. Call for nominations shall be mailed to the last known address of each member in good standing entitled to vote dated no less than 90 days prior to the Annual Meeting. Nominations shall be sent to the member of the Board so designated by the Board to receive same dated not less than 70 days prior to the Annual meeting.

5.2.2 Ballots shall be sent to all members in good standing entitled to vote, dated and sent not less than 45 days before the Annual Meeting. Completed ballots

must be returned to the Secretary of the Association by the date determined by the Secretary in consultation with the Executive.

5.2.3 All members of the Board whose term is completed may stand for re-election.

5.2.4 All elected positions on the Board of Directors are voluntary and unpaid.

5.2.5 Term of Office

For the purposes of defining the time period of a term of office, a year shall be defined as the period of time between annual meetings. Elected members shall serve in their respective positions until the closing of the business portion of the Annual Meeting which completes their term. In the event a member must be appointed to fill a vacant, elected position, that member will complete the time period that remains in the term.

5.3 Positions on the Board - Terms

5.3.1 President and Vice-President

The President and Vice-President are each elected for a term of three years.

5.3.2 Regional Representatives

Regional Representatives are elected for a term of two years. Each province shall be represented by one regional representative, where available, except in the case where a province has more than 40 members. In that case, one additional Regional Representative may be elected. The election of Regional Representatives shall be staggered, in a manner to be determined by the Board, so that the terms of all Regional Representatives do not conclude in the same election year. The Board may appoint a Regional Representative in any province from which a sleight of nominees is not forthcoming.

5.3.3 Secretary and Treasurer

The Secretary and Treasurer are elected for a term of three years. The positions of Secretary and Treasurer may be combined. The Board may appoint a Secretary and Treasurer to fill a term if no nominations are forthcoming.

5.3.4 Appointed Positions

a) The Inspection Coordinator and Mule Liaison Officer shall be appointed by the Board to serve in an advisory capacity. These positions may be combined with others on the Board. Both positions are non-voting. Appointment to these positions is at the discretion of the Board.

b) From time to time, the Board may appoint a member-at-large from the membership or equine industry when particular expertise is required. The

member-at-large position shall be non-voting and the term of appointment is at the discretion of the Board.

5.3.5 Registrar and Editor

Appointment to these positions entitles the appointees to sit on the Board in an advisory, non-voting capacity. Appointment to the position of Registrar or Editor is at the pleasure of the Board. These two positions may not be combined with any other on the Board.

5.3.6 Executive

The Executive shall consist of President, Vice-President, Past-President, Secretary, Treasurer and one Regional Representative elected by the Board. In electing the Regional Representative, the Board shall take into consideration regional balance.

5.4 Expenses incurred by members of the Board will be reimbursed according to the Expense Policy established by the Board.

6. Duties of Members of the Board

6.1 The Board of Directors shall be the governing body of the CDMA and shall direct the business and affairs of the organization.

6.2 The Executive assists in the general supervision of the organization and shall, between board meetings, act on behalf of the Board and shall report to the Board any and all actions taken.

6.3 The duties of the President are to preside at all meetings of the Association, the Board of Directors, and the Executive, and to exercise a general supervision over the affairs of the Association.

6.4 The Vice-President shall perform the above duties in the absence of the President.

6.5 The Past President is an advisory position, but may take the Chair in the absence of both the President and Vice-President.

6.6 The Secretary shall take minutes of meetings, maintain the records and books of the Association, receive and attend to correspondence, complete and forward returns and reports to the Government, maintain a membership list, issue new and renewed membership cards, and attend to all the usual duties of a Secretary.

6.7 The Treasurer shall keep the financial ledger of the Association, shall accept membership dues, donations and other deposits to the Association accounts, and shall disburse expense payments against approved invoices. The Treasurer shall submit an audited Financial Statement to each Annual Meeting.

6.8 The Registrar shall maintain the Association's registries as described in these By-Laws. The Registrar shall act according to the job description approved by the Board.

6.9 There shall be two signing officers for the establishment of any bank account for the Association.

6.10 The Editor shall publish the official newsletter of the organization according to the job description and publication guidelines approved by the Board.

7. Offices

The Head Office of the Association shall be the residence of the Secretary. Sub-offices shall be the residences of the President, Registrar, and Editor.

8. Fiscal Year

The fiscal year of the Association shall be the calendar year.

9. Records

9.1 The By-Laws, Books of Account, Records and Certificates shall be kept by the Secretary.

9.2 The Association Seal shall be kept by the Registrar and Secretary.

10. Auditor

An auditor for the Association's books shall be appointed at the Annual meeting. The Treasurer shall arrange for an audit of the Association's books prior to each Annual Meeting, and at the change of Office of Treasurer.

11. Meetings

11.1 An Annual Meeting of members of the Association shall be held at a time and place agreed by the members at the previous Annual Meeting, or as appointed by the Board.

11.1.1 Notice of Meeting, including time and place, shall be published in the official newsletter of the Association. Publication in the newsletter shall be deemed due Notice of Meeting.

11.2 Quorum: A quorum at an Annual Meeting (or other Special Meeting) shall be five (5) members in good standing eligible to vote.

11.3 A quorum at a Board Meeting shall be three (3) Members of the Board. As many Members of the Board as possible, and always the Regional Representative for

the area concerned, shall be consulted. Such meetings may be conducted by telephone. Minutes of such meetings shall be forwarded to the Secretary.

11.4 The order of business at the Annual Meeting shall be:

- Identification of members
- Minutes of previous Annual meeting and any Special Meetings
- President's Report
- Secretary's Report
- Financial Statement
- Registrar's Report
- Editor's Report
- Matters arising and unfinished business
- Election of Directors
- New business
- Adjournment

11.5 The President may vary the order in which the business of the meeting is conducted.

11.6 The Board shall meet immediately before the Annual Meeting of the Association in order to select or re-appoint Committee Members, subject to membership approval at the Annual Meeting, and to address any other matter which will be dealt with at the Annual Meeting.

11.7 Resolutions

11.7.1 Call for resolutions shall be mailed to the last known address of all members in good standing entitled to vote dated not less than 90 days prior to the Annual Meeting. Resolutions shall be submitted to the Resolutions Chair dated not less than 70 days prior to the Annual Meeting.

11.7.2 Notice of proposed resolutions shall be sent to the last known address of each member in good standing entitled to vote and shall be included with the Notice calling the Annual Meeting. The notice of proposed resolutions must be dated and sent no later than 45 days in advance of the meeting at which the resolutions will be considered by the membership.

11.7.3 Resolutions presented to an Annual Meeting for voting upon shall require a simple majority to carry and will provide direction to the Board of Directors.

11.7.4 Notwithstanding Section 11.7.1, any resolution may be proposed, discussed, and voted upon at a meeting of the Association provided that two-thirds (2/3) of the members present and voting consent to its introduction.

11.8 A copy of the minutes of the Annual Meeting, together with a copy of the financial statements presented at the meeting, shall be sent to the Minister of Agriculture for Canada within thirty (30) days of the meeting.

12. Amendments to By-Laws

12.1 Call for proposed Bylaw amendments shall be sent to the last known address of all members in good standing entitled to vote dated not less than 90 days prior to an Annual or Special Meeting. Proposed Bylaw Amendments shall be submitted to the Chair of the Bylaws Committee dated not less than 70 days prior to the Annual or Special Meeting for review by the committee and submission to the Board of Directors for presentation to the membership.

12.2 Notice of proposed amendments shall be sent to the last known address of each member in good standing entitled to vote and shall be included with the Notice calling the Annual Meeting, or any Special Meeting called to consider such amendments. The notice of proposed amendments must be dated and sent no later than 45 days in advance of the meeting at which the amendments will be considered by the membership. The Board may include in the Notice of proposed amendments a brief recommendation on each proposed amendment.

12.3 All votes on a proposed amendment shall be counted in a time and manner stipulated by the Board.

12.4 Amendments to the By-Laws shall be considered carried if two-thirds (2/3) of the members voting vote in favor. The Secretary shall forthwith deliver a copy of the approved amendment(s) to the Minister of Agriculture for Canada. The proposed amendment(s) shall take effect when approved by the Minister of Agriculture for Canada.

13. Amendments to Articles of Incorporation and Motion for Amalgamation or Dissolution

13.1 A motion to amend the Articles of Incorporation, amalgamate with another association or dissolve the Association shall be in writing, signed by at least ten (10) members in good standing entitled to vote.

13.2 Notice of motion to amend the Articles of Incorporation, amalgamate or dissolve the association shall be sent to the last known address of each member in good standing entitled to vote and shall be included with the Notice calling the Annual Meeting, or any Special Meeting called to consider such motion. Each mailing shall also include a ballot permitting a vote “in favor” or “opposed” to the motion and a return envelope.

The Notice must be dated and sent no later than 45 days in advance of the meeting at which the motion will be considered by the membership.

13.3 The deadline for returning the ballot shall be at least 15 days prior to the date of the Meeting called to consider the motion.

13.4 All votes on the motion shall be counted in a time and manner stipulated by the Board.

13.5 The motion shall be considered carried if two-thirds (2/3) of the members voting vote in favor, provided that twenty-five (25) percent of the membership has voted. The Secretary shall forthwith deliver a copy of the approved motion to the Minister of Agriculture for Canada. The proposed motion shall take effect when approved by the Minister of Agriculture for Canada.

14. Proxies

Members in good standing who are eligible to vote and who are not present at the Annual Meeting or a Special Meeting may have their votes registered by proxy. They may authorize in writing, on a form provided for that purpose and approved by the Board, another member who will be in attendance to vote on their behalf. The number of proxy votes to be carried by each member is to be determined by the Board and the number must be indicated to the membership at least 45 days in advance of the meeting in question. Proxy votes will not apply to meetings called to consider amendments to the Articles of Incorporation or amalgamation or dissolution of the Association.

15. Rules for Registration and Recordation

15.1 Herdbook

15.1.1 Foundation donkey: Any donkey approved as foundation by the Minister of Agriculture and Agri-Food Canada, or any donkey with less than three generations in its pedigree registered before September 1, 1999 in the herdbook of a foreign registry recognized by CDMA.

15.1.2 Purebred donkeys:

15.1.2.1 Any donkey registered in the CDMA General Registry (designated Y), full studbook registry (designated C), or Appendix registry (geldings) as of midnight December 31, 1999.

15.1.2.2 Any donkey descended in unbroken line, both as to sire and dam, from Purebred or Foundation donkeys registered in:

- a) The Herdbook(s) of the CDMA
- b) The Herdbooks of any other associations or societies which are recognized by the Board of Directors of the CDMA, providing the donkey has three generations of registered, documented parentage.

15.1.2.3 Any donkey which is eligible pursuant to the grading up process whereby it is at least 7/8 pure.

15.1.3 Percentage purebred donkey: Any animal which is 1/2 or greater pure but less than 7/8 pure.

15.1.4 The herdbook shall include donkey jacks, jennets and geldings.

15.2 Animals shall be entered into the herdbook according to the following:

15.2.1 There shall be registered in the Herdbook as Foundation Stock those animals which meet the definition of a foundation donkey.

15.2.2 There shall be registered in the Herdbook as purebred those animals which meet the definition of a purebred donkey.

15.2.3 There shall be registered in the herdbook as percentage purebred those animals meeting the definition of a percentage purebred donkey. The percentage pure is to be indicated on the paper. The only percentages indicated shall be $\frac{1}{2}$ or $\frac{3}{4}$. In the event of mating of two less than purebred animals the percentage of the offspring would be rounded down to the nearest of these two fractions.

15.3 Recordation of mules, hinnies, zebra mules and zebra hinnies:

15.3.1 The CDMA shall maintain a record for mules for the purpose of identifying and evaluating the performance of sire and dam. Full known details of parentage, including registration numbers, if registered and name of registry shall be given.

15.3.2 The CDMA shall maintain a record for zebra mules for the purpose of identifying and evaluating the performance of sire and dam. Full known details of parentage, including registration numbers, if registered and name of registry shall be given.

15.4 Registration/recordation by non-resident members

Any person not a resident of Canada registering, recording or transferring animals on the records of the Association through payment of the prescribed fees shall be subject to the same rules and regulations as a resident member except as specifically provided for otherwise. Any person prohibited from registering, recording or transferring pedigrees by any other donkey and/or mule registry, no matter the country of residence, shall not be allowed to register, record or transfer pedigrees in the Canadian registry.

15.5 Registration/recordation of foreign animals

15.5.1 Animals need not be resident in Canada to be registered or recorded in the Canadian registry. An animal resident outside Canada previously registered or recorded with a foreign registry can be entered into the Canadian registry according to the categories stipulated in Clause 15.1 providing the foreign registry is recognized by the CDMA. A complete copy of the papers from the foreign registry must be provided to the registrar of the CDMA.

15.5.2 Animals born in Canada whose sire and dam are not registered or recorded through the Association, but are registered or recorded by a recognized foreign

registry will be accepted for registration/recordation according to the categories in Clause 15.1 when complete copies of the registration papers for the sire and dam from the foreign registry are provided to the registrar of the CDMA. In the event either the sire or dam is not registered or recorded with a recognized foreign registry, the animal shall be recorded according to the categories in Clause 15.1 when the papers of the foreign registered parent are provided to the Registrar of the CDMA.

15.5.3 Animals imported into Canada which have previously been registered or recorded with a recognized foreign registry can be entered into the Canadian registry according to the categories in Clause 15.1 providing the application for registration/recordation includes a complete copy of the registration papers provided by the foreign registry.

15.6 Recognition of foreign registries: A foreign registry shall be considered a recognized foreign registry for the purposes of allowing animals registered in it to be registered in the CDMA herdbook on the recommendations of the Board of Directors and following a vote at an Annual Meeting whereby two-thirds of the members present vote in favor of recognizing the registry.

15.7 The CDMA Board of Directors shall determine how registry certificates shall differentiate between Foundation, Purebred and Percentage Purebred donkeys and recorded mules, hinnies, zebra mules and zebra hinnies.

15.8 Height certification

15.8.1 Any jack, jennet or gelding donkey which has not passed its fourth (4th) birthday at the time of registration shall have following its height measurement on the registry certificate the designation, **(Immature)**.

15.8.2 On or after the donkey's fourth (4th) birthday, the donkey can be officially certified in one of four size categories: miniature, small standard, large standard, or mammoth.

15.8.3 Height certification must be done by an inspector using a CDMA recognized method of measurement

15.8.4 The certified height must be submitted to the Registrar on an approved height certification form or in a letter dated and signed by the inspector certifying the height.

15.8.5 If an owner chooses not to have a donkey's height certified after the animal has passed the age of four (4) years, the registry certificate will state, following the mature height measurement of the animal, **Height Not Certified**. It is not mandatory that a registry certificate be returned to the registrar following the animal's fourth (4th) birthday for the addition of this designation. The Height

Not Certified designation will be added to the registry certificate in the event the certificate is submitted to the registrar for transfer of ownership or other changes. At that time, a mature height must be submitted to the registrar along with the registry certificate.

15.9 Registration and recordation fees are determined by the Board and ratified by the membership at an Annual meeting. They may be amended from time to time, always subject to membership ratification.

15.9.1 For registration purposes, the registration number of a jack will begin with CDJA and a series of numbers

15.9.2 For registration purposes, the registration number of a jennet will begin with CDJE and a series of numbers

15.9.3 For registration purposes, the registration number of a gelding will begin with CDGD and a series of numbers

15.9.4 Any donkey that has been inspected, and passed inspection, will have a “C” placed in front of its registration number. (ex.C-CDJA, C-CDJE, C-CDGD).

15.10 All records of registration and recordation shall be maintained by the Registrar, from whom application forms for registration and recordation may be obtained by members.

15.11 Upon registration or recordation of an animal, a certificate shall be issued by the Registrar. The design, format and content of the certificate shall be as determined by the Board.

15.12 Identification of animals: For the identification of animals, photographs, microchip identification or tattoo identification shall be submitted with the application for registration in accordance with the specifications set by the Board. In the event, that photos are the chosen method of identification, new photos shall be submitted when the animal is transferred, inspected or height certified if the animal looks significantly different from the photo on the animal’s existing paper.

15.13 The seller of an animal must provide to the buyer of an animal, within six months after the sale of the animal, the transferred certificate of registration in order to be in compliance with the Animal Pedigree Act.

15.14 Farm names may be registered with the CDMA for the purpose of breeding, raising and/or training donkeys, mules or hinnies, upon payment of the fee set by the Board. This gives the owner exclusive use of the farm name as a prefix.

15.15 Duplicate certificates will be issued upon a written request and payment of the appropriate fee. New photos must be submitted if photos are the sole means of identification.

15.16 A photocopy of inspection papers will be provided on the request and signature of the registered owner only, accompanied by the prescribed fee.

15.17 If the registrar or the Board of Directors has just cause for concern, the Association has the right to require that any applicant seeking registration of an animal provide to the Association DNA profiling and/or blood typing information for the sire, the dam, and the animal to be registered. DNA profiling or blood typing is to be done by an accredited laboratory. Where an applicant refuses or fails to provide the Association with the requisite DNA profiling or blood typing information, the Association may refuse to register any animals on behalf of the applicant.

16. Inspection of Donkeys

16.1 The CDMA will continue to maintain an inspection system for members who wish to have their donkeys inspected.

16.2 Donkeys shall have reached the age of four (4) years, according to the actual birth date, prior to inspection.

16.3 Donkeys which pass inspection according to the criteria established by the CDMA Board of Directors shall have stated on their registration certificate the date of inspection the date of inspection and a designation that the donkey has been inspected.

16.4 For those donkeys that are inspected, height certification shall be part of the inspection process.

16.5 Breeding donkeys that have passed inspection shall be included in a Stud Book maintained by the association.

16.6 Inspectors shall be appointed by the Association. Those eligible to be inspectors are members of the Association who have considerable equine experience, such as Breeders, Trainers and Managers. Equine veterinarians and qualified horse judges may also act as inspectors.

16.7 CDMA inspectors shall be paid on a per head basis for inspections as determined from time to time by the Board. Where expenses are involved, they may be negotiated with and paid by the owner.

16.8 Inspectors shall be provided with CDMA forms which they will complete and sign for each donkey they inspect.

16.9 The owner shall be responsible for submitting an Application for Registration, together with the appropriate fee and the necessary photographs, to the Inspector at the time of inspection who will forward them with the completed inspection form to the Registrar.

16.10 No inspector may inspect a donkey for the Studbook Registry if they own, have bred or will benefit financially from the same.

17. Breeding Records

17.1 Each breeder shall keep a record containing full particulars of his breeding operations, including all the services provided by adult breeding jacks.

17.2 These records shall at all times be open to officials of the Association and officials of Agriculture Canada.

18. Artificial insemination and embryo transplants

The offspring of artificial insemination and embryo transplants are acceptable for registration with the proper A.I. certificate signed by the breeder and equine A.I. technician or veterinarian.