

South Dakota Cattlemen's Association

2024 Handbook

Operating Policies and Procedures

South Dakota



Mission – *To advance the interests of South Dakota cattlemen through representation and promotion of the beef industry.*

Vision – *To be an organization where members can work together to protect their industry; seek solutions to industry problems; provide a unified voice, and to build the good will, esteem, and recognition the industry deserves.*

Board of Directors and General Membership

A. Board of Directors

The SDCA Board of Directors (BOD) represents a broad cross section of the membership and is comprised of representatives elected by the general membership (officers) and representatives elected from geographic areas (region directors). Other segments of the industry may be represented by ex officio members as approved by the BOD.

The BOD holds a position of trust where they are responsible for overseeing the operations of the organization and working towards the organization's mission. The BOD has fiduciary duties to act in the best interest of the organization, which means making decisions that are in line with its mission, vision, and goals. To fulfill these fiduciary duties, the BOD must be informed, engaged, and accountable. This means regularly reviewing and updating policies, seeking out relevant information, and actively participating in board meetings, regular board training, and membership recruitment and retention efforts.

Fiduciary duties of the BOD include:

- Duty of Care: Exercise due diligence in decision-making and be informed about the issues affecting the organization.
- Duty of Loyalty: Put the Association's interests ahead of their own and avoid conflicts of interest.
- Duty of Obedience: Abide by the governing documents, bylaws, policies, and mission statement of the Association.

B. Board of Directors Code of Conduct

The BOD recognizes that collectively and individually, all members of the BOD must adhere to an accepted code of conduct to fulfill the SDCA's mission. Each member of the BOD shall agree to the following:

- Obey all applicable state and federal laws regarding official action taken as the BOD;
- Uphold the integrity of the BOD and faithfully perform the duties of the office;
- Avoid impropriety in the exercise of the official duties;
- Endeavor to make policy decisions only after a full discussion at BOD and committee meetings;
- Render all decisions based on the available facts and independent judgement and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all members of the BOD.
- Respect and support the decisions of the BOD and the Executive Committee.

C. Conflict of Interest

The conflict-of-interest policy protects SDCA's interest when an action might benefit the private interest of an officer or director on the BOD. This policy requires that officers and directors refrain from using their position for personal or partisan gain.

Disclosure. Any member of the BOD, officer, or committee chair must disclose a conflict to the BOD or committee considering the proposed action.

Review/Waiver. After disclosure of the actual or potential conflict of interest, and after any discussion, the BOD shall decide if a conflict of interest exists by a vote and determine whether waiver or recusal is appropriate.

Violations. If the BOD or committee has reasonable cause to believe a member has failed to disclose actual or potential conflicts of interest, it shall inform the member of the basis for such believe and afford the member an opportunity to explain the alleged failure to disclose.

The BOD will determine the member has failed to disclose an actual or possible conflict of interest and shall take appropriate action, which could include removal from the BOD or committee.

D. Officer Responsibilities

President. The role of the President is the general management and supervision of the Association. The President prepares the agendas and facilitates the BOD meetings, encourages active participation of the directors, and resolves board conflict. The President serves as the chief spokesperson for the Association and is the primary point of contact with the executive management. The President may also appoint committee chairs, vice chairs, task forces, and ad hoc or special committees as needed.

Vice President. The role of the Vice President is to assist the President in the general management and supervision of the affairs and operations of the Association. The Vice President will assume the duties of the President in the absence or inability of the President. The Vice President is responsible for overseeing the effective management of the organization's operating policies and procedures. The Vice President's responsibilities include providing leadership to SDCA as part of the BOD and providing support to the President. The Vice President assists with the preparation of agendas for regular and annual meeting, acts as a sounding board and is involved in discussions, and acts as signing officer of the organization.

Secretary/Treasurer. Under the direction of the President, the Secretary/Treasurer's responsibilities include preparing the official meeting minutes for the BOD meetings and annual membership meetings. The Secretary/ Treasurer also reviews and approves association financials in accordance with the standard operating procedures.

Vice President of Membership. The role of the Vice President of Membership is to actively promote new membership and implement membership retention efforts within SDCA. The VP of Membership leads strategic goals and/or initiatives as directed by the BOD.

Past President. The role of Past President is to ensure continuity during governance transitions and organizational change, to support the President in his/her role, and to provide continuity to the organization by providing historical context.

The Past President may be asked to attend, trainings, conferences, retreats as well as any appropriate committee or outside meetings; may need to travel on occasion.

If the President is unable to assume the role of Past President following their term, his/her predecessor may be asked to continue in this position.

E. Regional Director Responsibilities

In addition to general BOD responsibilities established in the bylaws, regional directors have additional duties that include, but are not limited to:

- Serve as an information conduit between local affiliates, region membership, and the Association.
- Together, the two regional directors who represent each region are responsible to schedule, plan, identify sponsors, and attend Region Roundup events within their region. Region directors are encouraged to work with affiliate leadership within their region to plan these events.
- Actively recruit and retain membership and participate in fundraising efforts of the Association.

F. Committees

The SDCA has seven policy committees whose primary purpose is to study and formulate policy positions and recommend resolutions to the general membership for approval. The committees report to the BOD.

Subcommittees may be appointed to study a specific issue in more depth. These subcommittees report to the committee chair.

Ad hoc/ Special committees may be appointed to address certain needs or activities (ex. Beef Booth, Special events, fundraising campaign, program, etc.). These ad hoc or special committees report to the BOD.

Task forces may be appointed by the President to fulfill a specific task or responsibility. Task forces do not have longevity and dissolve at the President's request (usually after their task is completed) or when the President's term is expired. Task forces may be comprised of members and non-members, and they report directly to the President and BOD.

Committee Chair Responsibilities

- Develop agendas for committee meetings.
- Preside over committee meetings.

- Ensure accurate minutes are taken at all committee meetings.
- Regularly report committee activities to the BOD and membership as appropriate.
- Develop relevant recommendations for considerations of the BOD and general membership.
- Other duties as directed by the SDCA President or BOD.
- Identify potential committee leaders and members.

A vice chair may be appointed to assist the chair in any committee and assume the duties of the chair in the absence of unavailability of the chair.

G. Executive Director

The executive director is the chief staff person, hired by and accountable to the Executive Committee and the BOD. The executive director is authorized to hire staff and expend funds necessary, within budget parameters approved by the BOD, and to implement SDCA policy and programs.

H. Local Affiliates

Local affiliates provide a local framework and a way for members to become involved in SDCA at a truly grassroots level. Affiliates may initiate policy directly to the BOD or general membership. SDCA members may wish to join a local affiliate or remain “at large” members.

Affiliation Requirements. Eligible local organizations may seek to affiliate with the Association.

- Requests for affiliation must be submitted to the BOD in writing and the BOD will determine whether to recognize the affiliate at the next regular meeting.
- For an affiliate to remain in good standing, affiliates must meet the affiliate requirements and responsibilities as outlined below.
- In the event a local affiliate fails to meet the requirements and responsibilities, the BOD may choose by a majority vote to no longer recognize the organization as an affiliate of SDCA. The local organization may reapply for affiliation following the steps and criteria outlined above.
- In the event a local affiliate chooses to disaffiliate from SDCA, they must immediately inform the BOD in writing.

Affiliate Requirements and Responsibilities. Each Affiliate shall sign and return the annual Affiliate Agreement to the state office by December 31 each year (Appendix A). This agreement details services and resources provided by the Association to local affiliates in good standing and identifies the officer or contact person for each local affiliate.

Affiliate responsibilities include serving as a conduit of grassroots information between the local affiliate and the Association through the region director. Local affiliates shall also actively participate in membership recruitment and retention efforts and support fundraising efforts of the Association.

Standard Operating Procedures

A. Authorities

Any contracts or instruments entered or executed on behalf of or in the name of the Association shall be authorized by the BOD. Additional authorization of the BOD is required to open or close any accounts, borrow funds in the name of the Association, or accept any contribution, bequest, gift, or devise for the general use the Association or for any special purpose within the Association.

B. Bank Accounts

The SDCA maintains three main bank accounts at two financial institutions; one general operating fund and two local bank accounts dedicated to Beef Booth activities. The SDCA uses online Quick Books and a chart of accounts to track various expenditure categories and funds within the general operating fund.

First Dakota National Bank General Operating Fund – Checking

This account is the general operating fund for the Association. Signing authority for this account includes the Executive Director, Secretary/Treasurer, and President.

A debit card is issued to the Executive Director, with a limit of \$1,500. Expenses that are authorized by the current budget are assigned the necessary budget code in QuickBooks and reported weekly to the Secretary/Treasurer for review.

The executive director is authorized to sign checks for any amount up to \$1000. The executive director may also sign checks more than \$1000 with written approval of the secretary/ treasurer or President.

A report of all expenditures and deposits is provided to the Secretary/Treasurer weekly for review and approval.

First Dakota National Bank Beef Booth Fund – Checking Account

This account is used during Dakotafest. Daily deposits are made, and checks are written from this account for certain vendors and suppliers that require on-site payment. Once all Beef Booth expenses are paid and revenues accounted for, a transfer of the event revenue is made to the general operating fund. A balance of at least \$2500 is maintained to avoid any fees and leave funds in the account for starting cash at the next year's event.

Signing authority for this account includes the executive director, secretary/treasurer, and the manager in charge of the beef booth.

First National Bank- Farmers & Merchants Branch – Checking Account

This account is used during the SD State Fair. Daily deposits are made, and checks are written from

this account for certain vendors and suppliers that require on-site payment. Once all Beef Booth expenses are paid and revenues accounted for, a transfer of the event revenue is made to the operating fund. A balance of at least \$2500 is maintained to avoid any fees and leave funds in the account for starting cash at the next year's event.

Signing authority for this account includes the executive director, secretary/treasurer, and the manager in charge of the beef booth.

C. Fiscal Procedures

Cash Receipts. Mail and credit card receipts are collected daily, and cash and checks are entered in QuickBooks and deposits made weekly. Deposit reports will be provided to the Secretary/Treasurer weekly.

Disbursements. Upon receipt of invoices, the expense is assigned the necessary budget code and a copy of the invoice attached to the expense record. Checks are drafted in QuickBooks and are printed weekly and disbursed upon approval of the Secretary/Treasurer.

Invoicing. Membership invoices are mailed monthly on the 1st. A first notice is mailed one month prior to expiration, a second notice is mailed the month of expiration, a third notice is mailed one month after expiration. Invoices for other accounts (advertising, sponsorships, beef booth tickets, etc. are mailed within 15 days).

Reimbursements. Mileage for personal vehicles is reimbursed at the current federal mileage reimbursement rate. Meals, lodging, and other travel expenses will be reimbursed at actual cost within reason, upon the submission of the original receipts. Travel and other reimbursable expenses for staff and officers are to be submitted using the SDCA Expense Form (Appendix B) with accompanying documentation.

Financial Reconciliation and Reporting. At the end of each month, an independent accounting firm reconciles account statements. The fiscal staff generates monthly financial statements and provides a copy to the executive director who reviews them and provides them to the BOD. Additional financial reports are available upon request.

Collection and Distribution of Pass-Through Funds. Dues collected for NCBA are held in a separate fund. Any dues held are transferred, along with relevant membership information, at the end of each month. Any other dues collected and held are transferred with relevant information quarterly.

D. Document Retention & Destruction Policy

This policy ensures that SDCA records are maintained in an efficient and effective manner and that regular destruction of documents in accordance with the records retention schedule is followed.

The records retention schedule attached as (Appendix C) indicates the minimum requirements for record retention and the method and schedule for routine destruction. In the case of litigation or investigation, the executive director and or president shall be notified immediately to hold and

protect any relevant documents.

All files, hard copy and electronic shall be clearly labeled. Electronic copies shall be saved in appropriate folders and saved on a network drive and backed up regularly onto an external drive. Files should be reviewed at least every two years and appropriate files moved to archived storage.

E. Forms

Various forms used by SDCA are reviewed annually and updated by staff. Forms include director nomination, new director profile, award nomination, reimbursement forms, and membership forms.

Meetings & Events

A. Meetings of the Board of Directors

Board members shall attend meetings and participate in all discussions. If unable to attend a board meeting, advise the SDCA office. The Board of Directors has four regular meetings per year, three of which are held in conjunction with other events.

January BOD Meeting / Legislative Event

Spring meeting late February /early March

June BOD Meeting / South Dakota Cattlemen's Foundation Gala

September BOD Meeting/ Policy Retreat

B. Committee Meetings

Meetings of standing committees, policy committees and other special meetings are held as set forth in the SDCA Bylaws or at the direction of the President or Committee Chair.

C. Legislative Events

SDCA hosts a legislative event for board members and policy chairs. Participants can attend committee hearings, general sessions of the legislature, and meet with state leadership and legislators.

D. Region Roundup

Region Roundups take place throughout the summer and into the fall months. Directors from each of the five regions plan and host one or more Region Roundup meetings, which includes but is not limited to association updates, educational programming, and a social.

E. Beef Booth

The Beef Booth events serves as a fundraiser for SDCA. Pre-Pay and Post-Pay Beef Booth tickets are sold by the Association that can be redeemed at either event. A variety of beef sandwiches and beef brats, along with chips and a drink, are available for purchase. These events rely on volunteers from SDCA BOD, local affiliates, FFA, 4-H, and other civic organizations.

Dakotafest Beef Booth. Several Cattlemen's Affiliates work together to host a Beef Booth at the annual Dakotafest event in Mitchell, SD.

South Dakota State Fair Beef Booth. Several Cattlemen's Affiliates along with the BOD work together to host a Beef Booth at the annual South Dakota State Fair event in Huron, SD.

F. Convention & Trade Show

The SDCA Convention & Trade Show event is held annually in late November / early December. The Convention & Trade Show is held in Pierre, SD, on even numbered years. Bids are solicited from communities across the state and locations are selected by the BOD for odd numbered years.

G. President's Auction

Held in conjunction with the annual Convention & Trade Show, the President's auction raises funds to support Officers, directors, and other SDCA leaders to attend national and international meetings such as the NCBA Summer Business Meeting, Legislative Conference, Cattle Con, Young Cattlemen's leadership events, trade missions.

Awards

A. Regional and State Awards

Environmental Stewardship Award. The National Cattlemen's Beef Association Environmental Stewardship Award (ESAP) has annually recognized the outstanding stewardship practices and conservation achievements of U.S. cattle producers from across the nation. The SDCA historically nominates one member for this award each year. Applications for nomination are due in the spring.

South Dakota Leopold Conservation Award. The SDCA annually nominates or supports a member for the Leopold Conservation Award (LCA). The LCA recognize landowners actively committed to a land ethic. Working with prominent state conservation partners, Sand County Foundation presents the award, which consists of \$10,000 and a Leopold crystal, in settings that showcase the landowners' achievements among their peers.

B. South Dakota Cattlemen's Association Awards

SDCA Cattleman of the Year. The SDCA Cattleman of the Year is a current member and is active in their local affiliate or SDCA. The award is presented at the annual SDCA Convention. Any SDCA member can submit a nomination which is due in November.

Friend of SDCA. The Friend of SDCA Award is presented to advocate for agriculture locally or statewide. Any agri-business or media personality that has promoted agriculture, SDCA, and/or their

local affiliate is eligible for this award. The award is presented at the annual SDCA Convention. Any SDCA member can submit a nomination which is due in November.

Partners & Sponsorships

A. South Dakota Ag Land Trust

South Dakota Ag Land Trust (SDALT) is an South Dakota agricultural land trust led by agricultural producers who understand South Dakota farming and ranching. SDALT works with landowners to facilitate and hold voluntary and perpetual conservation easements. As a founding member of SDALT, SDCA appoints three board members to serve maximum of three consecutive three-year terms.

B. South Dakota Beef Industry Council

As administrators of state checkoff dollars, the South Dakota Beef Industry Council (SDBIC) builds consumer confidence and increases demand for beef. SDBIC is comprised of three representatives from eight different agricultural organizations. SDCA appoints three members to be a Council Director to represent the Association. Each director serves a three-year term.

C. South Dakota Cattlemen's Foundation

The SDCA is a sponsor of the annual South Dakota Cattlemen's Foundation Prime Time Gala. SDCA contributes funds and in-kind services to support the event.

D. Cattlemen's Beef Board

The Cattlemen's Beef & Promotion Board, more commonly known as the Cattlemen's Beef Board (CBB), is responsible for overseeing the collection of national Beef Checkoff and funding of Checkoff programs. As an organization certified under the Beef Promotion and Research Act of 1985, the SDCA is eligible to nominate producers to serve on the Board for three-year terms. SDCA often caucuses with other certified producer organizations in South Dakota to jointly nominate producers. Board members are selected by the United States Secretary of Agriculture.

E. Ag United

Formed in 2005, Ag United is a coalition of farm and ranch organizations with a goal to keep farms and ranches growing. As a founding organization of Ag United South Dakota, SDCA designates one producer and the Executive Director of SDCA to serve on the Board of Directors.

F. Other Sponsorship

The SDCA supports a variety of other organizations and events that align with our mission. The SDCA receives requests throughout the year which are evaluated by the BOD or Executive Committee.

Media Policy & Standards

SDCA maintains a variety of digital platforms to communicate with members, industry stakeholders, and the public.

A. Website/ Intranet

The SDCA website, www.sdcattlemen.org is hosted by Member Leap. This site also hosts the membership data base including a member's only page. Each member has a unique log in and password that enables them to access their account information at any time.

B. Publications & Broadcasts

The SDCA publishes the bi-monthly magazine, *The South Dakota Cattleman*, and the weekly e-newsletter, *The Cattle Guard*. These publications share information about the beef industry. The Cattlemen's Call Radio Report is a weekly industry update report by the SDCA. The report is sent out to the BOD, as well as radio stations across the state.

The BOD, SDCA members, or industry representatives may submit articles for the magazine, newsletter or other SDCA publication. Each submission will be under the consideration of the editorial staff, led by the Executive Director. Editorials shall not be used to promote political partisanship or make social statements unrelated to the beef industry.

Officers or the directors speaking in a public forum who express policy that differs from the Association must indicate that they are speaking on their own behalf.

C. Social Media Platforms

Social media is used as a low cost/ high impact format to reach members and the public to share industry and association news, drive traffic to the website, and interact with followers. SDCA's current platforms include Facebook, Instagram, and X (formerly Twitter).

Posts on any of the SDCA platforms are expected to align with the Association's brand mission.

All social media and social networking accounts created by SDCA employees that leverage SDCA's brand or registered marks, are considered property of SDCA.

SDCA encourages open and informative dialogues with its audience but reserve the right to remove content or block followers from SDCA's social media accounts should one of the following violations occur:

- Failure to keep the discussion civil;
- Profanity, vulgarity, racial slurs, or personal attacks;
- Death threats or threats of violence;
- Posting disturbing images, linkspam, picspam, or any other spam.

The BOD is authorized to approve the Handbook, Operating Policies & Procedures, and any revisions that may become necessary. Should any conflict arise between the Handbook and the Bylaws, the Bylaws of the Association will supersede the Handbook.



SDCA
PO Box 1258
Pierre, SD 57501
(605) 945-2333

South Dakota Cattlemen's Association Affiliate Agreement

This agreement is designed to strengthen the partnership between the SDCA and local affiliates through increased communication and resources.

Services provided by local affiliates:

- Provide updated affiliate contact information to SDCA.
- Provide updated affiliate officers annually to SDCA.
- Participate in membership recruitment/retention efforts as well as fundraising on behalf of SDCA.

Services provided by the South Dakota Cattlemen's Association:

- Provide two direct mailings/postcards each year (spring and fall). SDCA will provide design services upon request. SDCA will use a third-party print house and mailing service and pay all costs of mailings. Submit request and/or event details two weeks prior to mailing deadline.
- Promote affiliate events on SDCA's event webpage and provide options for event registration. Submit request and/event details a minimum of 2 weeks prior to event.
- Promote affiliate events on SDCA's social media platforms. Submit request and/event details a minimum of 2 weeks prior to event.
- Promote affiliate events via electronic correspondence to affiliate members who have valid email address on file, at the request of the affiliate.

By filling out information below, you agree to provide information/services requested from your local affiliate.

Affiliate

Date

Affiliate Mailing Address

City, State, Zip

Affiliate Primary Contact Name

Position

Affiliate Primary Contact Phone

Local Affiliate Primary Contact Email

Internal Use Only

Staff Initial: _____ Date: _____



SDCA
PO Box 1258
Pierre, SD 57501
(605) 945-2333

Affiliate Officer Information

President

Name

Phone

Email

Vice President

Name

Phone

Email

Secretary

Name

Phone

Email

Treasurer

Name

Phone

Email

Other position (if applicable)

Name

Phone

Email

Other position (if applicable)

Name

Phone

Email

Please complete and return annually by December 31 to the PO Box listed or submit electronically by scanning the QR code below:



Internal Use Only

Staff Initial: _____ Date: _____

