

# **SAFARI CLUB INTERNATIONAL POLICIES & PROCEDURES**

**EXPLANATION:** This document contains all the policies and procedures of SCI which are binding on members. Unless otherwise stated, words and abbreviations have the same meanings as in the Bylaws.

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**1. MEMBERS**

**1.1** Type of membership - the types of SCI membership are:

**1.1.1 Member** (National, International and Spousal Non-subscribing)

Spouses and children of life members may become Spousal Non-subscribing members (without publications).

**Life Member** (National, International and Spousal Non-subscribing)

Life membership is non-transferable, non-refundable and terminates on death. Spouses and children of life members may become Spousal Non-subscribing members (without publications).

## **Company Member**

Companies must be Company Members in order to exhibit at an SCI convention or make a donation to SCI. A primary representative of the company shall be registered in respect of the membership, but it shall extend to all employees representing that company at convention. Any employee conducting personal business at convention must obtain a separate membership.

## **Affiliate Member Organization**

Any membership organization that supports the mission and goals of SCI may become an Affiliate Member Organisation upon approval of the Board. An Affiliate Member Organisation must confirm support for SCI's mission and goals and agree to any terms required by the Board or any agreement with SCI.

### **1.1.2 Ambassador Member.**

The Executive Committee or the Board may bestow Ambassador Membership on a world or national leader who has encouraged, supported and actively participated in hunting sports and in wildlife or wildlife habitat conservation work. It is bestowed for life free of charge and allows free admission to any SCI convention and dinners at convention.

### **1.2 Membership list privacy** - the SCI membership list is privileged and confidential, and is for the exclusive use of SCI, except:

**1.2.1** Where approved by the Executive Committee or the Board; or

**1.2.2** By Members other than corporate members in connection with Chapters.

Chapter membership lists will be released only with the express permission of that Chapter, and only to another Chapter President, the Chapter's Regional Representative, Chapter liaison staff or a third party mail distributor, for use only in connection with SCI business.

Any membership list supplied shall be used on one occasion only for the purpose for which it was requested, and the recipient shall take all reasonable steps to ensure it is not copied or used for an unapproved purpose.

### **1.3 Surveys of membership** - any survey to be sent to the membership must be approved in advance by the Executive Committee.

### **1.4 Defense of member jailed abroad** - if a hunter or outfitter is detained in connection with a hunt outside his country of citizenship or residence, SCI may request or demand of the authorities in the country of detention that he is given due process of law in that country and appropriate and humane treatment as required under international law.

## **2. BOARD OF DIRECTORS**

### **2.1 Felony plea** – Any member who has been convicted of or pled guilty to a felony shall not hold a significant leadership position in SCI.

### **2.2 Director-at-large, duties and responsibilities** - A Director-At-Large (DAL) shall:

- 2.2.1** Submit a Committee Request Form each year in order to volunteer for committee service, and if selected should serve on any committee;
- 2.2.2** Act as an ambassador for SCI, which includes involvement with local Chapters, representing SCI at hunting community functions or shows or as a Master Measurer, writing articles, supporting the work of a Regional Representative.
- 2.2.3** Join a DAL forum during the summer Board meeting, if offered, by remote means if necessary.
- 2.2.4** The Chief Executive Officer shall report to the Executive Committee the number of Board meetings attended by each DAL and whether a Committee Request form was received.

### **2.3 Fundraising at Board meetings**

An attendee may make a fundraising appeal at a Board meeting only with prior approval of the Executive Committee. A written request must be submitted to the Executive Committee at least 30 days before the Board meeting. If approved, the appeal shall be made after Chapter donations have been presented.

- 2.4 Distribution of minutes** - Minutes of a Board meeting shall be distributed within 14 days of the meeting.
- 2.5 Litigation against SCI** - The approval of the Executive Committee or the Board of directors must be obtained before any SCI Board member or Chapter sues SCI, the SCI Foundation, a Board member of SCI or the SCI Foundation, or another Chapter in connection with SCI or the SCI Foundation. "Sues" includes any civil action in any forum.

## **3. EXECUTIVE COMMITTEE**

- 3.1 Distribution of minutes** - Minutes of an Executive Committee meeting shall be distributed within 14 days of the meeting.
- 3.2 Record Book participation** – Participation in the Record Book is not mandatory for Executive Committee members.
- 3.3 Travel** - All approved travel by Executive Committee members must be recorded in the minutes.

## **4. CHAPTERS**

This policy supplements Articles 3 and 7 of the Bylaws.

- 4.1 Requirements for the grant of a charter** - The following must be received by SCI at least 45 days in advance of the Board meeting where it will be considered:
  - 4.1.1** At least 25 SCI members who wish to be Chapter members, except for Canadian Chapters, where only 12 members are required for the calendar year in which it is chartered;
  - 4.1.2** A geographical focus and name, unless the Membership and Chapter Development Committee agrees otherwise e.g. a name reflecting a function;
  - 4.1.3** A sublicensing agreement with SCI governing its use of SCI's intellectual property.

**4.2 Chapter Membership** - there shall be at least 25 active Chapter members, and Chapters shall continue to try to increase this. To be eligible for Chapter membership, an individual or entity must be a member of SCI, or, in respect of a Sables division of a Chapter, a Sables member, and shall only be eligible for life membership of a Chapter if a life member of SCI. The types of membership of a Chapter must not be inconsistent with those of SCI. Chapter membership fees shall be determined by the board of the Chapter. At least 50% of the members must reside in the country in which the Chapter is organised, and in the geographic area within that country where it carries out its activities.

**4.3 Mission** - Chapters must act in support of the missions and objectives of SCI. Chapters will be considered to have met this requirement if they can demonstrate involvement in:

**4.3.1** Engaging in hunter advocacy;

**4.3.2** Educating the public on the constructive role of hunters, including providing funds to SCI and the SCI Foundation for this purpose;

**4.3.3** Conservation projects;

**4.3.4** Humanitarian activities demonstrating the constructive role of hunters;

**4.3.5** Donating more than the required minimum to SCI or the SCI Foundation.

Chapters in the USA, Canada and Mexico should demonstrate three of the above, other Chapters one of the above.

**4.4 Start-up funding** - once chartered, a Chapter may apply to SCI for a loan of up to \$2,000 to cover start-up expenses. The Chapter Board members must sign loan documentation provided by SCI, which will require the loan to be repaid within 90 days of a fundraiser to be held in the 12 months after chartering, and make Chapter Board members personally liable to repay the loan. Failure to repay the loan shall be considered a breach of this policy and so may lead to revocation of the Chapter's charter. The loan is subject to approval by the Membership and Chapter Development Committee Chair, Membership and Chapter Services Director and relevant Field Staff Director. No more than \$20,000 may be loaned in the aggregate to all Chapters in any one fiscal year.

**4.5 Minimum Donation** - a Chapter shall donate a minimum amount in respect of each calendar year to the SCI general fund. Except where a Chapter has a start-up loan, this does not apply to the period from the grant of its charter to the end of that calendar year, although a Chapter may make a voluntary donation in respect of that period. The minimum amount is 30% of the net proceeds from the most successful fundraiser in that calendar year, or if greater:

**4.5.1** for its 2<sup>nd</sup> and 3<sup>rd</sup> calendar years, US\$2,000;

**4.5.2** for its 4<sup>th</sup> calendar year, US\$3,000;

**4.5.3** for its 5<sup>th</sup> and subsequent calendar years: US\$5,000.

If a Chapter has a sister organization which holds fundraisers, the net proceeds of the most successful fundraisers of the Chapter and of its sister organisation shall be aggregated.

Failure to donate the required minimum for its 5<sup>th</sup> or later calendar year shall not be grounds for revocation of a Chapter's charter provided it has paid at least \$3,000 in that calendar

year. If the Board waives the Chapter's minimum donation it remains non-compliant with this policy. There is no minimum donation required from a Sables Committee within a Chapter, but it must donate 30% of the net proceeds of its largest fundraiser to the Education/Sables Committee of the SCI Foundation. All payments shall be made in US dollars.

A Chapter's "sister organization" is one which is created or controlled by the Chapter, or under common control with the Chapter, or which has the same membership, or directly or indirectly contributes to the Chapter, or has the same or similar missions, purposes or objectives or is otherwise affiliated with the Chapter.

**4.6 Reporting obligations** - all Chapters must submit by 31 December, for the calendar year then ending:

evidence of sending the minimum donation to SCI; and an affidavit regarding their fundraisers in the following form:

[Annual Chapter Fundraiser Financial Report](#)

All US Chapters must also submit, within 6 weeks of the applicable filing date, as extended, for the previous 12 months:

- (a) a completed IRS Form 990; and
- (b) evidence that there were at least 25 active Chapter members.

**4.7 Compliance monitoring**

If a Chapter is not in compliance with the SCI policies and procedures at the time notice of a Board meeting is given, the Membership and Chapter Services Department shall notify the Chapter president, the Membership and Chapter Development Committee and the SCI Secretary that by under Article 3.2 of the Bylaws, the Chapter president is no longer a Board member and so may not take part in that Board meeting.

If the Chapter becomes compliant again, the Membership and Chapter Services Department shall notify the Chapter president, the Membership and Chapter Development Committee and the SCI Secretary that the period of non-compliance has ended, and that under Article 3.2 of the Bylaws, provided that period of non-compliance ends at least 30 before a Board meeting, the Chapter president will be able to participate as a Director.

If a Chapter has been non-compliant for at least three months, the Membership and Chapter Development Committee may recommend to the Executive Committee and the Board of SCI that the Chapter's charter be revoked.

**4.8 Membership and Chapter Development Committee Role** - the Membership and Chapter Development Committee deals with all issues relating to Chapter membership and development. No other standing committee has jurisdiction in these matters and if these matters arise on other standing committees, they shall be submitted to the Membership and Chapter Development Committee for approval.

**4.9 Chapter use of Intellectual Property** - a Chapter may only use the Intellectual Property of SCI and the SCI Foundation as contemplated by a sublicensing agreement and only until it

terminates. The agreement is here:

### [Sublicense Agreement](#)

A Sables committee of a Chapter may use the intellectual property on the same basis as the Chapter, but the Chapter may not grant any rights to use the intellectual property to any other person. Sister organizations must enter into their own sublicensing agreement with SCI. A Chapter's sublicensing agreement, and that of any sister organization, will be executed only after it is chartered and terminate when the Chapter's relationship with SCI terminates for any reason, including on revocation of its charter or dissolution of the Chapter. If a chapter is not in compliance with SCI's policies and procedures, the Membership and Chapter Services Director may require the Chapter to stop using the intellectual property during the period of non-compliance.

New Chapter logos or alterations to logos must be approved by the Executive Committee and the Board as embodying the spirit and purposes of SCI prior to use. This does not apply if the proposed logo is only the SCI First for Hunters Logo with the addition of the Chapter's name. Chapters shall send any logo needing authorisation to the Membership and Chapter Development Committee chair for submission to the Executive Committee for approval, along with the recommendation of Membership and Chapter Development Committee for or against approval. If the Executive Committee does not approve the logo it shall supply reasons. Chapter Presidents' training courses shall include Intellectual Property matters.

- 4.10 Exempt status** – Chapters in the U.S. seeking exemption from US federal income taxes may apply for exempt status under Section 501(c)(3) of the Internal Revenue Code, or may join SCI's group exemption under Section 501(c)(4) of the Internal Revenue Code. If joining SCI's group exemption, the Chapter shall submit to SCI all documents and information required to be filed with the Internal Revenue Service, including an authorisation for SCI to add the Chapter to the group. International Chapters not subject to US federal income tax are encouraged, but not required, to seek similar tax-exempt status where they are taxed.
- 4.11 Financial year** - all Chapters shall adopt 1 July to 30 June as their financial year, except for those that were chartered prior to July 2011, which may have a financial year ending on March 31, June 30, September 30 or December 31.
- 4.12 Chapter Meetings** - a Chapter must hold at least the minimum number of meetings required by law.
- 4.13 Chapter Bylaws** – Every Chapter must have a set of bylaws not inconsistent with the SCI Bylaws. The initial bylaws and any amendments to them shall be filed with the Membership and Chapter Services Department.
- 4.14 Liability insurance** - Chapters outside the USA and Canada may request reimbursement of up to US\$1000 in respect of liability insurance for Chapter events, provided they have donated at least \$5,000 to the SCI General Fund in that calendar year, and have provided proof of payment of the insurance premium.
- 4.15 Chapter Stationery** – “First for Hunters” logo stationery, business cards and badges may be sourced from Membership and Chapter Services Department staff, but lion and shield logo stationery must be sourced by Chapters, having obtained artwork from the Membership and Chapter Services Department staff.

- 4.16 Litigation on hunting and wildlife issues** - Chapters must consult with SCI's Washington DC office litigation staff before becoming involved in litigation on wildlife or sporting issues.
- 4.17 Relationship with SCI** - where a dispute or difficulty arises which is primarily a matter for a Chapter, SCI may offer advice and assistance, but will not be responsible for resolving that matter.
- 4.18 Soliciting donations to Chapters** - SCI does not solicit donations on behalf of Chapters.
- 4.19 Chapter awards** - Any Chapter may apply for any Chapter award, regardless of geographical location.
- 4.20 Regional Representatives** - a Regional Representative:
  - 4.20.1** is not required to visit all Chapters or attend all fundraisers in his Region, but must maintain contact with those Chapters and be aware of their activities;
  - 4.20.2** Chapters may contribute to the cost of travel undertaken by a person in his capacity as Regional Representative, but must send the funds to the Director of the Membership and Chapter Services Department.
  - 4.20.3** Subject to any other policy and auditing procedures, a Regional Representative may apply use those funds for any travel he undertakes in that capacity.
- 4.21 Litigation against SCI** - The approval of the Executive Committee or the Board must be obtained before any Board member or Chapter sues SCI, the SCI Foundation, a Board member or SCI Foundation board member, or another Chapter in connection with SCI or the SCI Foundation. "Sues" includes any civil action in any forum.

## **5. ELECTIONS**

- 5.1 Election preparations** - a member of the Election Commission seeking election to the Board must resign from the Commission. If an Election Commissioner resigns or is unable or unwilling to serve, his successor will be selected at a meeting of the body which he represented. The meeting may be in person, including the Chapter President's Forum prior to the May Board meeting, by telephone, or by any other appropriate means. Prior to that meeting, that body may nominate by a majority vote of its members by email or similar means an interim Commissioner who shall be without vote.

Election petitions and forms shall be made available to all SCI members from January 4, by posting in the member's area of the SCI website, with a statement of the date they must be received by SCI, and links to the relevant Bylaws sections and these Policies and Procedures. A notice of the availability of the forms shall be published in the Official Journal and emailed to all current Board members who have provided a valid email address. The notice shall contain statements that (1) any member who does not have Internet access may contact SCI headquarters for assistance and (2) contact details of Board members may be obtained on request from SCI headquarters, strictly for the purpose of circulating campaign materials or a candidate petition for signature. Use for any other purpose shall be grounds for referral to the Ethics and Code of Conduct Committee.

The Bylaws requirements may be relaxed in the following circumstances:



In calculating the date, the day of the election shall be treated as the 60<sup>th</sup> day for the purposes of the deadline provided by the bylaws.

If the deadline would fall on a weekend, it shall be the following Monday.

Photographs and biographical information may be accepted after the deadline. If they are not received before the print deadline of the Official Journal, that will be stated. A candidate submitting a petition but no photo or biographical data will be notified of the print deadline.

The Election Commission may, in its sole discretion, allow later submission of materials, up to the time it is required to submit its report, in circumstances beyond the control of the candidate.

- 5.2 Candidates Forum** – The Election Commission may in its discretion organise a Candidates’ Forum for candidates for Officers on the Thursday before the election. Candidates shall be considered in the following order of offices sought: Vice Presidents, Treasurer, Secretary, and President-Elect, and the candidates for each of those offices shall be presented as a group. The speaking order shall be randomly selected, and candidates may speak for up to five minutes. Candidates shall remain at the forum to take questions after its conclusion.
- 5.3 Ballot forms** – paper ballots shall be used, except where there is remote participation, when an electronic equivalent shall be used. Ballots must include instructions for filling out the ballot and a statement that an incorrectly completed form will be invalid. Ballots shall be prepared at least one week before the election, but the Electoral Commission may direct that fresh ballots be used at any time if necessary.
- 5.4 Order of elections** – the following order shall apply: President seeking a second term, President-Elect, Treasurer, Secretary, Vice-Presidents, Regional Representatives, Directors-at-Large, International Directors, Honorary International Directors, Audit Committee Members. A candidate for more than one position must indicate if he accepts the first position to which he is elected. If he accepts he shall withdraw from the election for any other position.
- 5.5 Unopposed candidates** – Except for candidates for any Officer position, and subject to the procedure for nomination of Regional Representatives, below, the Chair of the Election Commission may declare an unopposed candidate to be elected by acclamation. Candidates for any Officer position must obtain a majority of “yes” votes in a yes/no ballot, If they do not, the position shall remain vacant and be filled in accordance with the Bylaws.
- 5.6 Nominations from the floor:** Audit committee members may be nominated from the floor.
- 5.7 Collection and counting of ballots** – Any person, other than a candidate or his relative, may assist the Election Commission to collect paper ballots. They shall be taken by a member of the Election Commission to a separate room and handed to the staff liaison to the Election Commission, who shall also receive the ballots cast electronically. All three members of the Election Commission shall confirm the review of each ballot and the ineligibility of those not completed in accordance with the instructions, and observe the counting of the ballots and shall be prepared to certify the results of the election. The Chair of the Election Commission shall report the results of the ballot count for each elected position, including discarded ballots, to the Board. Any Board member making a request shall be promptly informed of the number of votes cast for any candidate. In the event of a tie, further votes shall be held

until the tie is broken, but if it not broken after three further votes, the position shall be declared vacant.

## **5.8 Regional Representatives**

**Nomination** – On or about March 15<sup>th</sup> each year, the Chairman of the Regional Representative Sub-Committee of the Membership and Chapter Development Committee (“the Chair”) shall invite Chapter Presidents and Regional Representatives to provide a list of candidates wanting to stand in that year’s elections, and arrange submission of the candidate documentation required by the Bylaws, within 30 days. A candidate must inform the Regional Representative leading the region that he wishes to stand, and that Regional Representative shall inform the Chair. The Chair and the Field Operations Manager shall review the candidate’s documentation to confirm eligibility. The Chair shall then send a ballot naming all eligible candidates for each region to each Chapter president in the region and the current Regional Representative, which must be returned within one week of sending. Each Chapter shall have one vote. The current Regional Representative shall have one vote, except his vote shall be disregarded if the result would otherwise be tied, in which case, the Board shall vote to select one of the two tied candidates. If a Regional Representative becomes unable or unwilling to serve, the Board may elect a candidate to serve for the remainder of the term.

**Balloting** – All candidates for Regional Representative shall be listed on one ballot. Unopposed candidates in respect of which there is no objection upon enquiry by the Chair of the Election Commission may be elected by acclamation. If there is any objection to the election of such a candidate by acclamation, a yes/no vote shall be added to the ballot and the candidate shall be elected if a majority of all votes cast are “yes” votes.

## **5.9 Election forms** -the forms used by candidates in elections are here:

[Election Requirements](#)

[Candidate’s Form](#)

[Disclosure Statement](#)

[Code of Conduct](#)

[SCI Policy Regarding Staff and Volunteers](#)

[Declaration of Ethical Standards](#)

[Single Form Petition](#)

[Individual Petition for SCI Board Nomination](#)

**5.10** The Election Commission shall produce petition forms for each position, which shall include the name of the position and the number of signatures required. The candidate or those nominating him must file a separate petition for each position, but may supply only one set of supporting documents.

**5.11 Proxy voting letter** – the proxy for a Chapter president must be a member in good standing and must submit to the Secretary (via the CEO) a letter of authorisation on Chapter letterhead signed by the president of the Chapter. Here is a standard form letter:

[Proxy Voting Letter](#)

## **6. CONFLICTS OF INTEREST AND USE OF SCI PROPERTY**

### **6.1 Identifying potential conflicts of interest**

There is a potential conflict of interest when someone is able to exercise control or influence over SCI, and either he or someone in his family has an interest in a business which may enter into a transaction or arrangement with SCI. Similarly, there is a potential conflict of interest if he or a relative has, or may in the future have, a compensation arrangement with SCI, or access to SCI property. The risk is that he could use the control or influence to secure a situation which is beneficial to him or his family but to SCI's disadvantage. Special procedures are therefore required in order to safeguard SCI and to ensure that the interested person is above suspicion.

This policy applies to anyone who can exercise control or influence over SCI, including, but not limited to, directors, officers and committee members. The types of interests that are relevant are:

- 6.1.1** any beneficial interest in an entity with which SCI has a transaction or arrangement;
- 6.1.2** a compensation arrangement with an entity or individual with which SCI has a transaction or arrangement;
- 6.1.3** potential beneficial ownership or compensation arrangements with an entity or individual with which SCI has a transaction or arrangement; and
- 6.1.4** a compensation arrangement with SCI.

The interest or compensation arrangement can be direct or indirect, including via a family member. "Beneficial interest" includes ownership, partnership or investment, and "compensation arrangements" include indirect remuneration and substantial gifts or favours. "Family member" means an individual's immediate family (his parents, siblings, spouse, children and grandchildren) and those who form the immediate family of his parents, siblings, spouse, children and grandchildren; anyone living in his home, any trust, estate, incompetent, conservatee or minor in respect of which he is a fiduciary, and any trust or estate in which he or any of the above are a substantial beneficiary.

### **6.2 Duty of disclosure**

The interested person must disclose to the relevant SCI body which is considering the matter (e.g. a committee or the Board) the existence and nature of any relevant interest, and all facts known to him that an ordinarily prudent person would reasonably believe to be material. The body may request from the interested person any additional information or documents required for adequate disclosure. If the body reasonably believes an interested person has failed to disclose an actual or potential conflict of interest, it shall notify him with reasons for that belief, and allow him to respond. If the body then determines, after making any necessary further investigation, that there has been a failure to disclose, appropriate disciplinary and corrective action shall be taken.

### **6.3 Procedure for dealing with a potential conflict of interest**

- 6.3.1** At any meeting where the body considers the potential conflict, the interested person may make a presentation on the potential conflict, but shall not be present

at any discussion of it nor vote on it, and shall not otherwise influence or attempt to influence the decision of the body.

- 6.3.2** The chair may appoint a disinterested person, committee or sub-committee to investigate alternative transactions or arrangements.
- 6.3.3** After carrying out due diligence, the body shall determine whether SCI can, with reasonable efforts, enter into a more advantageous transaction or arrangement with a person that would not give rise to a conflict of interest. It shall consider appropriate comparable data. This might include:
- (a) In cases involving compensation, compensation paid by similar organisations (tax-exempt and taxable) for functionally comparable positions, geographical location, independent compensation surveys and written offers made to the candidate by similar organisations;
  - (b) In cases involving SCI property, current independent appraisals, offers obtained in an open and competitive bidding process; terms of similar agreements.
  - (c) In cases involving other transactions or arrangements, this might include the reasonableness of the cost, the need for the goods or services, the background, training, experience, responsibilities and prior performance of the provider, and the effort, time and other benefits to be provided.

If it considers there is no such alternative, the body shall decide whether SCI should proceed with the transaction or arrangement on the basis that it is in SCI's best interests, for its own benefit and fair and reasonable.

- 6.3.4** If it considers it necessary or prudent, the body may obtain the written opinion of professional adviser(s).
- 6.3.5** Any decision shall require a majority of disinterested members of the body.
- 6.3.6** The minutes of the body shall record:
- (a) the name of the interested person;
  - (b) the nature of the interest;
  - (c) the action taken to determine whether there was a conflict of interest;
  - (d) the body's decision on whether there was a conflict of interest and the votes cast;
  - (e) the names of those present for discussion and voting;
  - (f) the substance of the discussion, including alternative transactions or arrangements;
  - (g) The material and data relied on as to reasonableness and comparability of the transactions or arrangements.

#### **6.4 Compensation Committees**

A Board and/or committee member who receives compensation from SCI, directly or indirectly, may not vote on that committee in relation to his compensation. He may however provide information in this regard to any committee or the Board.

#### **6.5 Use of SCI Property**

No disposition of hunting trophies or other SCI tangible movable property shall be made without the authorisation of the Board. This shall include sales, leases and loans. Continuing authorisations may be given for the deployment of specific SCI property by a staff member or committee.

The CEO shall ensure a record is kept of all property owned or used by SCI including:

- 6.5.1** A description, including identifying marks such as serial numbers;
- 6.5.2** Its location;
- 6.5.3** Who is responsible for its custody and care;
- 6.5.4** Acquisition date;
- 6.5.5** Supplier and terms of acquisition;
- 6.5.6** Estimated value on acquisition;
- 6.5.7** Details of any disposition, e.g. sale, loan, destruction, return to owner, to include the purpose of the disposition, the value and the terms;
- 6.5.8** The date the Board approved the disposition;
- 6.5.9** Details of any continuing authorization to use given to a staff member or committee by the Board.

#### **6.6 Annual statements**

Directors, officers, committee members and other interested persons shall submit to SCI a signed statement that they have received a copy of this policy, have read and understood it, agree to comply with it, and understand that SCI is a social welfare organisation which, in order to maintain its federal tax exemption, must engage primarily in activities which accomplish one or more of its tax-exempt purposes. SCI's standard form, dealing with conflicts of interest, use of SCI property and ethics and fiduciary duties is here:

[Conflicts of Interest, SCI Property and Ethics and Fiduciary Duties](#)

### **7. INTELLECTUAL PROPERTY.**

**7.1 Background** – the SCI Foundation owns the rights to the Intellectual Property (IP) used by it and SCI, and has granted rights to SCI to use it in a written agreement dated 1 January 2000 (“the Master License”). It provides that all uses of the IP by a person other than SCI, must be approved by the SCI Foundation. This does not however apply to use by Chapters.

**7.2 Use of IP** - IP may only be used in accordance with a written agreement setting out the basis of the use and signed by the grantee. IP shall not be used for marketing or other purposes

having financial implications for the user without the express written permission of SCI. The CEO may grant non-exclusive licenses for the use of IP in accordance with this policy and through signed and executed agreements. Standard form agreements are provided below.

**7.3 All IP Agreements** - the following shall apply to all IP agreements, except where stated:

- 7.3.1** The license will be limited, non-transferable and non-exclusive and the IP can be used only in accordance with the written agreement;
- 7.3.2** The licensee must agree to inform SCI promptly of any unauthorized use or any other acts detrimental to the interests of SCI and its rights in the IP;
- 7.3.3** There will be provisions to prevent the use of IP for private benefit, private inurement, excess benefit transactions or where there is a conflict of interest;
- 7.3.4** Except for sublicenses with SCI Chapters, SCI Foundation approval must be obtained;
- 7.3.5** The CEO shall review any proposed grant for consistency with this policy, the Bylaws and the relevant standard form license and, in the cases of (1) members, for personal, non-commercial uses, (2) a third party in connection with work or services for or on behalf of SCI or promotion of SCI, (3) as part of a sponsorship agreement, shall decide in his sole and final discretion whether the grant of the license is in the best interests of SCI, and whether it should proceed.

**7.4 Chapters, Sponsors, Auction Donors, Members, Third parties** - the following specific policies, procedures and documents apply for different types of licensee:

**7.4.1 Chapters** - see the Chapter policies and procedures section.

**7.4.2 Affiliated Membership Organizations**

- (a) For use solely for use in connection with activities relating to SCI;
- (b) The license shall be administered by the Chapter and Membership Development Department;
- (c) if the organization is in breach of this policy or its license, SCI may terminate its membership 30 days after requesting correction;
- (d) The standard license is here:  
[Sublicense Agreement](#)

**7.4.3 Sponsors**

- (i) For use in sponsorship related activities on behalf of SCI and in promoting SCI;
- (j) The license shall be administered by the CEO;
- (ii) The sponsor must be promoting SCI, not delinquent in providing services or products, and reputable in the community;
- (iii) The standard license is here:  
[Sponsorship Agreement](#)

#### **7.4.4 Auction donors**

- (i) For use on a one-time basis in relation to a specified event;
- (ii) The license shall be administered by the Convention Department;
- (iii) There shall be no modification of the IP;
- (iv) The sponsor must be promoting SCI, not delinquent in providing services or products, and reputable in the community;
- (v) The Convention Department may ask to see and approve the proposed use in advance;
- (vi) The IP must be removed from any items not accepted or not sold before further deployment;
- (vii) The standard license is here:  
[Letter of Agreement - One-Time Logo Use](#)

#### **7.4.5 Members**

- (i) For personal or non-commercial use;
- (ii) The license shall be administered by the CEO;
- (iii) The licensee must be a member in good standing;
- (iv) The standard license is here:  
[License Agreement](#)

#### **7.4.6 Third parties**

- (i) For use on a one-time basis in relation to a specified event;
- (ii) The license shall be administered by the CEO;
- (iii) The licensee must be promoting SCI, not delinquent in providing services or products, and reputable in the community;
- (iv) The standard license is here:  
[License Agreement](#)

**7.5 Central Database** - the CEO shall establish a centralised database to record all of SCI's IP and the details of all sub-licenses, including at least the date of the grant, grantee, term and description of use granted. The CEO or a person designated by him shall be responsible for the database, which shall be available only to designated individuals.

**7.6 Logos** - the SCI "First for Hunters" logo is used for the promotion of SCI, and the lion and shield logo is the internal corporate seal of SCI.

**7.7 Protection of IP** - SCI shall protect the IP and where appropriate shall take actions reasonably necessary to stop unauthorised use.

**8. PERSONS SUING SCI**

SCI shall have no business or contractual dealings with any individual or company who is engaged in litigation against SCI.

**9. DOCUMENT RETENTION AND DESTRUCTION**

**9.1** This policy shall bind not only members but staff and shall be included as a term in any contract with third parties. Exceptions to this policy may be granted by the CEO or President. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

**9.2** To be retained permanently:

**9.2.1** Governance records – memorandum of incorporation and amendments, bylaws, other organizational documents, Board, Executive Committee and committee minutes;

**9.2.2** Tax records – filed state and federal tax returns, reports and supporting records, tax exemption determination letter and related correspondence, files relating to tax audits;

**9.2.3** Intellectual property records – copyright and trademark registrations and samples of protected works;

**9.2.4** Financial records – audited financial statements, attorney contingent liability letters.

**9.3** To be retained for 10 years:

**9.3.1** Pension and benefit records – Pension (ERISA) plan participant and beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records

**9.3.2** Government relations records – state and federal lobbying and political contribution reports and supporting records

**9.4** To be retained for 3 years:

**9.4.1** Employee/employment records – employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume and application materials, job descriptions, dates of hire and termination or separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time and payroll records, leave, comp time and FMLA records, engagement and discharge correspondence, documentation of the basis for independent contractor status. Employee or contractor records shall be retained for three years from the date of leaving employment or the contract ending.

**9.4.2** Lease, insurance, contract and license records – software license agreements, vendor, hotel and service agreements, independent contractor agreements, and any other contracts. Contracts that have ended shall be retained for three years from the date they end.



**9.4.3** Any other document or record in paper form.

**9.5** To be retained for one year: all other electronic records, including correspondence, past budgets, bank statements, publications, employee manuals or policies and procedures and survey information.

**9.6** Paper documents shall be in the safekeeping of the appropriate administrative staff.

## **10. PROTECTING SCI'S TAX-EXEMPT STATUS**

**10.1** **Distribution of property** - Given SCI's Articles of Incorporation and status as a tax-exempt entity under Section 501(c)(4) of the Internal Revenue Code:

Except as provided below, none of SCI's net revenues shall be distributable to any private persons, including directors, officers or committee members. This shall not apply to:

**10.1.1** Reasonable compensation for services provided to or on behalf of SCI, provided it is consistent with SCI's policies and approved by the Board; or

**10.1.2** Transactions, arrangements approved in accordance with the conflict of interest policy.

**10.1.3** SCI may not use a substantial part of its assets to participate or intervene in any political campaign on behalf or in opposition to any candidate for public office, including the publishing or distribution of statements.

**10.2** **Periodic reviews** – period reviews shall be conducted to ensure that SCI does not engage in activities that could jeopardise its tax-exempt status. They shall as a minimum include whether compensation arrangements and benefits are at arm's length, and whether relevant transactions and arrangements entered into by SCI are in compliance with the conflicts of interest and use of property policy, properly documented, that prices are reasonable, that they further SCI's purposes and that there is no inurement or impermissible private benefit.

**10.3** **Joint ventures** - SCI must consider the Federal tax law ramifications of proposed participation in any joint venture and ensure that it does not adversely impact its tax-exempt status. A joint venture means any ownership or contractual arrangements involving an agreement to undertake jointly a specific business enterprise, investment or exempt activity. This does not apply where:

**10.3.1** 95% of the income from the joint venture for its tax year ending within SCI's tax year is excluded from unrelated business income taxation ; and

**10.3.2** The primary purpose of SCI's involvement is the production or income or appreciation of property.

SCI must in any joint venture negotiate adequate terms and safeguards to protect its exempt status, which might include having control, requiring priority to be given to exempt purposes over maximising profit for other participants, prohibiting activities that might jeopardise exempt status, and requiring all contracts with SCI to be terms which are either at arm's length or deliver a greater than arm's length benefit to SCI.

**10.4** **IRS Form 990** - the procedure for preparing and submitting SCI's annual IRS Form 990 is as follows:

- 10.3.3** A draft form is prepared by SCI staff, with input from volunteers and SCI's independent accountants;
- 10.3.4** The Treasurer sends the draft form and any comments to SCI's independent accountants, with instructions to make any revisions they consider necessary;
- 10.3.5** The Treasurer and the Finance and Investment Committee consider and when satisfied approve the draft form reviewed by the independent accountants;
- 10.3.6** The draft form approved by the Treasurer and the Finance and Investment Committee is sent to the Board for comment not less than two weeks before the filing date;
- 10.3.7** The form is signed on behalf of SCI and filed as soon as reasonably practicable, and not later than 15<sup>th</sup> December, or an extended due date.
- 10.3.8** The Treasurer presents the filed form to the Board during his report at the next Board meeting.

## **11. COMPENSATION**

**11.1 Purpose:** this policy is required in order to protect the tax-exempt status of SCI under the Internal Revenue Code and maintain public confidence in the integrity of its compensation arrangements.

### **11.2 Officers and other directors**

SCI may decide to compensate officers or other directors for carrying out those roles at market rate in order to attract highly skilled individuals, to allow working professionals to obtain permission from their employers to attend meetings and activities, and to permit participation by individuals of differing means. SCI shall periodically engage a professional compensation consultant to advise on the reasonableness of compensation given the particular duties and time commitment. Any compensation for other services provided shall be set in accordance with the conflict of interest policy.

### **11.3 Employees**

In order to attract, retain, motivate and reward individuals to contribute to SCI's success, SCI shall consider the following principles in respect of the remuneration of employees:

- 11.3.1** Staff shall be rewarded for performance, skills and competencies, development and growth, and effective visible commitment to SCI;
- 11.3.2** Compensation may include a mixture of base salary and retirement benefits, medical dental and other insurance benefits;
- 11.3.3** There shall be performance reviews and adjustments to base salary and benefits based on changes in the market place, subject to SCI's financial constraints. Adjustment to individual base pay will be based on job performance including growth in mastering job competencies. All adjustments to pay will be consistent with practice in a comparable marketplace.

- 11.3.4** There shall be a structured performance management system, with identifiable individual growth and development, and professional achievement goals with effective benchmarks for measuring success.
- 11.3.5** Compensation shall be as close as possible to the appropriate external marketplace.
- 11.3.6** SCI may periodically engage a professional compensation consultant to advise on the reasonableness of compensation in the light of the duties to be performed, qualifications, performance and time commitment and the reasonableness of the ranges of compensation paid to all employees.
- 11.3.7** The procedure for setting compensation is as follows:
- (a) The compensation of staff other than officers, other directors and the CEO shall be determined by SCI's CEO.
  - (b) Subject to the conflicts of interest policy, the compensation of the CEO shall be reviewed and approved in advance by the Board and the Finance and Investment Committee.
  - (c) It shall use comparability data in making its determination, including compensation paid by similar organisations, both taxable and tax-exempt, for functionally comparable positions, SCI's geographic location, independent compensation surveys and competing written offers made to the individual. The decision and at least the following factors shall be documented at the time of the determination: the terms, the date of approval, the Board or Committee members who participated in discussion and who voted on the matter; the comparability data and how it was obtained; where a conflict of interest was identified, the action taken by the conflicted individual to deal with that conflict. A completed checklist in the following form will satisfy this requirement:  
[Rebuttable Presumption Checklist](#)
- 11.3.8** SCI shall not make loans to any officers or other directors, or any employees.

## **12. NON-DISCRIMINATION**

SCI shall not act contrary to any applicable federal, state or local law in discriminating against any employee or potential employee. All dealings with employees or potential employees will be on the basis of the qualification of the individual for the position.

## **13. WHISTLEBLOWING**

If any SCI member or member of staff reasonably believes there has been a violation of any law in connection with SCI or a violation of SCI's policies, he should report the matter to the President or other designated individual. No SCI member or member of staff shall knowingly retaliate against another such person for making such a report to SCI or a public body, and if any such person believes he has been retaliated against, he should report it to the President or other designated person, who will consider it and make a determination, including action to be taken.

Disciplinary proceedings shall be taken against any individual in breach of this policy, or making a knowingly false report of a violation to SCI or a public body, which may result in termination of membership or employment. This policy shall not prevent SCI from taking action against an SCI member or member of staff for good cause, and such an individual may not claim the benefit of this policy as a defence.

#### **14. INDEMNITY FOR STAFF ATTORNEYS**

SCI shall enter into legal indemnity agreements with staff attorneys in the following form:

[Indemnity Agreement](#)

#### **15. CLAIMING EXPENSES**

##### **15.1 When can I claim?**

**15.1.1 Volunteer expenses are drawn on committee budgets** – volunteers may be reimbursed for expenses allowed by this policy only to the extent that funds are available in the relevant committee’s budget. Committee chairs and relevant staff are responsible for ensuring that the budget is not exceeded without specific Executive Committee approval.

**15.1.2 Executive Committee** – Executive Committee members may claim:

- (a) Convention – two registrations, two dinner tickets for each evening event and hotel accommodation;
- (b) May and August Board meetings - one registration and all travel expenses;
- (c) Special meetings and projects, including Chapter fundraisers, the Spring Executive Committee meeting, Past Presidents’ meetings, Transition Meeting and meetings requiring SCI representation – all travel expenses. A person nominated by the President and approved by the Executive Committee to stand in for the President, or an SCI Official whose attendance at any SCI-related event is considered by the President in his sole discretion to be in the best interests of SCI, shall also be entitled to claim all travel expenses.
- (d) Weatherby Award dinner attendance;
- (e) SCI business expenses e.g. telephone, printing, postage, office supplies.
- (f) The office expenses of the President shall be budgeted separately from committee expenses.

**15.1.3 Committee meetings at Board meeting locations** – no reimbursement is made for any travel expenses incurred in attending the Board meeting or any committee meetings at convention. Committee members may claim travel expenses incurred in attending the spring and summer Board meetings if a committee meeting is scheduled at the location of the Board meeting. Eligible costs include roundtrip airfare plus two nights’ lodging, meals and other related expenses for each day of committee meetings.

**15.1.4 Convention Committee** - Convention Committee (including sub-committee) members are eligible for one registration and one ticket for each evening event at convention. Exhibitor Care team and Steering Committee members are eligible for travel expenses as the chairman considers reasonable and necessary.

**15.1.5 Regional Representatives** – Regional Representatives may claim expenses for attendance at the May and August Board meetings, special meetings or projects and SCI services up to the following maximum amounts:

- (a) For contiguous USA regions: with 1-3 Chapters: \$2,000; with 4-6 Chapters: \$3,000; with 7 or more Chapters: \$4,000;
- (b) ii) For other regions: with 1-3 Chapters: \$3,000; with 4 or more Chapters: \$6,000.

## **15.2 What can I claim?**

### **15.2.1 Non-reimbursable expenses**

The following cannot be claimed:

- (a) Personal (non-business) expenses;
- (b) Costs in excess of limits set by these policies;
- (c) Any expense over \$25 without a receipt;
- (d) Entertainment expenses, except for authorised business entertainment;
- (e) Laundry for travel lasting a week or less;
- (f) Gifts to staff members;
- (g) Expenses of a spouse, guest or family member unless the attendance of that person is considered appropriate and necessary and authorised in advance by the Executive Committee (for volunteers) or the CEO (for staff) and that person is sharing a room with the claimant;
- (h) Hotel room movies, mini-bars, or health club fees.

### **15.2.2 Air transportation**

All international travel except Canada and Mexico must be approved in advance by the Executive Committee. Executive Committee members and authorized SCI staff may book airline tickets to SCI's direct billing account. In all other cases the airfare must be paid for by the person travelling and reclaimed as set out below.

As regards commercial flights, coach or economy fares only and baggage fees are reimbursable – not early boarding or upgrade fees. Detailed explanations are required for any fare over \$1,500 (\$2,000 for intercontinental flights). In order to obtain the best price, airline tickets should be purchased at least 21 days in advance of travel and should include a Saturday night stay over if applicable and cost-effective. If this is not done, the Audit Committee may decline reimbursement of the excess cost. If it is not achievable an explanation should be provided.

If private aviation is used, reasonable and necessary air mileage accumulated on SCI business shall be reimbursed at the rate allowed by the Federal Travel Regulations, up to a maximum of the average cost of a coach or economy air fare on a commercial air carrier. If two eligible persons are travelling together in a private aircraft, only one may claim. A detailed explanation of the SCI business purpose for the travel is required.

Staff must book air transportation through Concur or American Express Travel, unless they can document that a cheaper fare is available elsewhere. The Supervisor shall notify American Express of the availability of the cheaper fare.

### **15.2.3 Ground transportation**

Car rental costs may be claimed up to a maximum of \$60 per day for cars and \$100 per day for 15-passenger vehicles. If this cannot be achieved a detailed explanation will be required for consideration. Taxi fares and tips up to 15% of the fare and \$2 per bag may be claimed. Taxi fares to a preferred restaurant when others are within walking distance is considered personal expenditure and not reclaimable. Parking charges and tolls are reimbursable with receipts.

The use of a privately owned automobile or motorcycle for SCI business purposes is a reimbursable expense. SCI will reimburse for reasonable and necessary mileage accumulated on SCI business and *paid at the rate allowed by the Internal Revenue Service (current rate: 53.5 cents, as of January 1, 2017)*. This rate includes fuel. The mileage payment shall not exceed the average cost of coach or economy airfare on a commercial air carrier. Mileage shall be payable to only one if two or more individuals are traveling together on the same trip using the same conveyance. Explanation of the SCI business purpose is required.

In claiming mileage reimbursement, staff should reduce the number of miles to the airport by the number of miles normally driven to and from work when traveling on a workday. Total mileage from home to the airport may be claimed if the staff members is not traveling on a regular workday.

### **15.2.4 Accommodation**

Room charges and taxes may be claimed. Non-eligible items such as laundry (unless staying over a week, health club, mini-bars should be identified on the invoice and deducted from the amount reclaimed.

### **15.2.5 Meals**

In accordance with US IRS regulations, a daily allowance (also called a “per diem”) will be provided based on the domestic rates published by the General Services Administration (GSA): <https://gsa.gov/portal/category/100120>. International rates are based on those published by the US Department of State. The daily allowance will be reduced to 75% for partial days. A partial day is one in which the traveller departs for an overnight stay after 8.00 am, or returns home before 6.00 pm, or a day in which a group meal has been provided. If three or more group meals are provided a day, the traveller will only be eligible for the incidental expense portion of the daily allowance. Where more than one person’s meal is charged, an

explanation is required identifying the individuals whose meals were paid for and why it was appropriate for SCI to pay. Volunteer and staff attending SCI meetings and events are expected to eat at the group meals provided.

The limits above do not apply to Executive Committee members, the CEO and staff approved by the CEO incurring reasonable and necessary costs on business meals consumed while maintaining a relationship with or developing a new relationship with an organization. A description of the business purpose and benefit to SCI must be provided. All such expenses will be subject to Audit Committee review and approval, but reimbursement may be made prior to that review.

Where the daily allowance does not apply, detailed receipts must be submitted for meals. If this is not possible, a detailed explanation will be required for reimbursement to be considered.

#### **15.2.6 Telephone**

SCI business telephone calls, plus one call home per day away on SCI business, are reimbursable. Itemised bills must be submitted identifying the person called. In hotels, a telephone credit card should be used in preference to charging calls to the room. If this is not possible, an explanation and evidence of the expense is required for reimbursement to be considered.

#### **15.2.7 Tips**

Tips for services are reimbursable expenses given to individuals for service. The following are guidelines for tipping:

- (a) Hotel maid service – included in daily allowance;
- (b) bellman/skycap/shuttle: included in daily allowance;
- (c) taxi: up to 15% of total fare.

#### **15.2.8 Miscellaneous**

Any other reasonable and necessary SCI business expenses may be reimbursed provided any necessary authorizations have been obtained, there is sufficient budget, and detailed receipts are provided.

#### **15.2.9 Extended stays for personal activities**

Provided there is no additional expense for SCI, volunteers and staff (authorised by their supervisors) may extend their stays for personal activities. However, this will be subject to detailed audit in all cases and under no circumstances may SCI-funded travel be organised around personal activities.

### **15.3 How do I claim?**

#### **15.3.1 Volunteers**

- (a) **Standardised expense voucher form and deadline** - Volunteers must submit a standardised expense voucher form for each trip within 35 days of the expenditure being incurred, stating the committee to be charged and the authorising chairman. Failure to do so may result in no

reimbursement. The form is here:

[Standardised Expense Voucher](#)

Regional Representative must also submit a meeting report form with their expense voucher form. Reimbursement is usually made within 30 days of submission unless further information or review is required by staff or the Audit Committee.

- (b) **Receipts** – Except for meals where a daily allowance is given, itemized receipts are required, or if not possible, a detailed breakdown and explanation for reimbursement to be considered. For foreign currency transactions, evidence of the conversion rate e.g. credit card statement is required.
- (c) **Non-compliance:** where volunteers subject to US federal taxes fail to comply with these reporting requirements, the expenses will be reported as taxable income on IRS Form 1099.

### 15.3.2 Staff

- (a) **Advance approval** – the CEO and the staff member’s supervisor must approve travel reservations or advances for that staff member before they are made. Expenses and advances must also be submitted and approved in Concur. Unused advances must be reimbursed to SCI on the expense report to which it relates. Reimbursement is usually made within 30 days of submission unless further information or review is required by staff or the Audit Committee. Failure to follow these procedures may result in the denial of further travel advances to that person.
- (b) **Shared meals** - Food bills for staff eating together should be settled by each staff member individually from their daily allowances.
- (c) **Purchasing cards** – coding, receipts and supporting documentation for purchases made with a purchasing card issued to a staff member must be submitted within 21 days.
- (d) **Receipts** - Detailed receipts are required, and for foreign currency transactions, evidence of the conversion rate.
- (e) **Paying volunteer’s expenses** – Executive Committee approval is required before staff incur travel expenses for volunteers, except for budgeted committee meetings, event or projects.
- (f) **Non-compliance** – staff failing to comply with the reporting requirements will be required to reimburse SCI for the expense and will be subject to disciplinary action, up to and including termination. If advances are not submitted in Concur within 35 day of the advance they will be included as compensation in the staff member’s W-2 statement. Unless the Audit Committee considers there are extenuating circumstances, more than two failures to meet the reporting deadlines within 12 months may result in



denial of reimbursement and withdrawal of the SCI credit card facility for that staff member.

## **16. POLICIES AND PROCEDURES FOR ALL STANDING COMMITTEES**

**16.1 Felony plea** – Any member who has been convicted of or pleaded guilty to a felony shall not be a member of a committee.

### **16.2 Budgets -**

**16.2.1** Likely and actual material variances between budgeted expenditure and actual expenditure shall be reported to the Executive Committee. Expenditure giving rise to the likely or actual material variance may continue prior to a decision by the Executive Committee if it is prudent to do so.

**16.2.2** After the Executive Committee has approved a budget Department Directors and Committee Chairs may reallocate up to \$10,000 between lines in the budget, but shall notify the Executive Committee of the reallocation.

**16.3 Limit meetings during convention** - Committee meetings at convention shall be held only if the chair considers it necessary, and if held on convention days require the prior approval of the President.

**16.4 Contacts with corporate counsel** - No staff or SCI member shall contact SCI's external legal advisers without prior authorization. Staff shall seek authorization from the Chief Executive Officer and members shall seek authorisation from the President.

### **16.5 Denial of membership benefits**

Only the Ethics and Code of Conduct Committee may remove or restrict a member's rights and privileges. A committee may, after a preliminary review, decide that a member has violated a published policy of that committee and that the removal or restriction of the member's rights or privileges may be appropriate, and refer the matter to the Ethics and Code of Conduct Committee.

## **17. AUDIT COMMITTEE**

### **17.1 Write-offs**

The CEO of SCI and the Executive Director of the SCI Foundation shall approve write-offs of receivables that are non-performing assets not contributing to their organisation's financial condition, on a case by case basis considering all relevant circumstances that may affect recovery. However, they may not approve write-offs of receivables in excess of \$50,000; amounts owed by them or by members of their families, by a member of the Board or the board of SCI Foundation or by a member of the Executive Committee. Neither may they approve write-offs of receivables belonging to the other organization. Write-offs of amounts owed by SCI Executive Committee members must be approved by the Executive Committee, and write-offs of amounts owed by the SCI Foundation board members must be approved by the SCI Foundation Board.

The following are general guidelines for when receivables should be written off:

**17.1.1** Bankruptcy – within 7 days of receiving notification of a reduction or discharge from the court;

- 17.1.2** Fraud – the earliest of when the loss is determined and 15 days from discovery;
- 17.1.3** Death – when collection from the estate is not possible and the loss is determined;
- 17.1.4** Uncollectible – when further efforts to collect would be non-productive.

If a customer receivable other than a pledge which has not been relied upon is written off, it shall be noted on his file and if an SCI member, reported to the Ethics Committee. His right to future goods or services should be restricted until the debt is satisfied, when he shall be placed on cash terms for a minimum of one year.

## **18. AWARDS AND RECOGNITION COMMITTEE**

### **18.1** Changes to award criteria

Changes to the criteria of any award must be approved by the Executive Committee.

### **18.2** Indemnity required from applicants

Applicants for all awards shall sign an indemnity, waiver and release agreement agreeing to indemnify and hold harmless SCI and any other persons involved in the award process, to waive any right whatsoever to litigation in any way connected with the award, and to certify a clean record regarding wildlife law violations. Here is an example:

[Release and Indemnity Agreement](#)

### **18.3** Diana Award Sub-committee

The committee shall include a Diana Award Sub-Committee, which shall consist of the winners of that award, and shall be responsible for selecting the winner and approving all matters relating to the award, including selection criteria, sponsorship and the presentation of the award.

### **18.4** Procedures for the McElroy Award, International Hunter Award, and Hall of Fame Award

**18.4.1** The Awards and Recognition Committee shall establish a sub-committee for each of the McElroy Award, Hall of Fame Award, and International Hunter Award. The members of the sub-committees shall be all the past winners of the award, except for the International Hunter Award, where they shall be the last five winners of the award, provided in each case the winner has provided SCI with a valid email address.

#### **18.4.2** Criteria for the awards

- (a) **C.J. McElroy Award** – Named for SCI’s founder and chairman emeritus, the C.J. McElroy Award honors a hunting industry person of the world’s hunting community who has made great contributions to the sport of hunting, achieved excellence in worldwide hunting, displayed a dedication to the conservation of wildlife, and has a history of service to the global hunting community and to SCI’s goals. If a judge thinks no candidate is suitable to win the award, he may rank the “no winner” option as number one. If the “no winner” option has the lowest overall score, no award will be made.

- (b) **Hall of Fame Award** – Induction into the Hall of Fame may be the most prestigious honor bestowed by SCI. Candidates are nominated by SCI members and chosen by the selection committee on the basis of history of service to the world hunting community and dedication to SCI’s goals of conservation of wildlife, protecting the freedom to hunt and education of the people. Candidates’ hunting accomplishments are not taken into account. If a judge thinks no candidate is suitable to win the award, he may rank the “no winner” option as number one. If the “no winner” option has the lowest overall score, no award will be made.
- (c) **International Hunter Award** – The SCI International Hunting Award was established to honor the great hunters of the world. Candidates must have achieved excellence in hunting, have hunted extensively and be actively hunting at the time of selection. Selection is based solely on specific and well-defined hunting achievements, numbers and quality of trophies entered in the SCI Record Book, number of countries hunted, total number of hunts taken and level of entries in the SCI World Hunting Awards.

**18.4.3 Application deadline:** The application deadline is September 1.

**18.4.4 Selection of winners –**

**(a) C.J. McElroy and Hall of Fame Award** – Committee members shall rank candidates by number with 1 being the best candidate in their view, so the winner shall be the candidate with the lowest overall score on ballots received by the deadline. If a judge considers no candidate on the ballot is suitable to win the award, he may rank the “no winner option” in the number one spot. There will be no winner if the “no winner” option has the lowest overall score.

**(b) International Hunter Award** – The winner shall be the candidate calculated by staff to have the most points according to a formula, unless the sub-committee in consultation with the Ethics and Code of Conduct Committee in their discretion consider that the award should not be made to that person, in which case the winner shall be the candidate with the next highest score, subject to the above procedure and repeating the process as necessary.

**18.4.5 Working method** – Applications from candidates and ballots will be distributed by email only, notifying the date by which ballots must be received. The sub-committee may communicate by email and ballots may be submitted by email, but the normal rules for SCI sub-committee decision-making apply, so unless a decision is unanimous, the decision must be confirmed by a majority vote at a meeting with a quorum, in person or by telephone.

**18.4.6 Ethics review** – Before any winner is notified, the Ethics and Code of Conduct Committee will be asked if it has any comment to make on that person. If the relevant sub-committee considers that given any comment, the award should not be made to that person, it shall select another winner.

**18.4.7 Record keeping** – Ballots shall be retained by staff for three years.

**18.4.8 Presentation** – The award will be presented by the previous year’s winner unless the sub-chair selects another year’s winner.

**19. BYLAWS COMMITTEE**

Bylaws Committee reports to the Executive Committee may be accompanied by observations and recommendations that the Committee considers of value to SCI.

**20. CITES COMMITTEE**

**20.1** The CITES Committee shall be responsible for:

**20.1.1** Recommending the positions SCI should take on CITES matters;

**20.1.2** Recommending to the President those staff, contractors, committee members or other persons who should represent SCI at CITES Conferences of the Parties (“CoPs”) and CITES intersessional meetings;

**20.1.3** Collaborating on CITES matters with the SCI Foundation and individuals, organizations and governments that support the sustainable use of natural resources;

**20.1.4** Developing aids to communicating SCI’s CITES positions;

**20.1.5** Overseeing all arrangements for promoting SCI’s positions at CoPs and intersessional meetings;

**20.1.6** Any other actions that are required in order to fulfil SCI’s mission in relation to CITES.

**20.2** If at a CoP the chair considers that urgent action is required in relation to an important matter on which SCI has no position, or circumstances have changed such that an SCI position should be modified, he shall promptly inform the President of SCI. If discussion with the President is not practicable, the chair shall have discretion to take the action he considers appropriate in order to further SCI’s mission.

**21. CONVENTION COMMITTEE**

**21.1 Guides and Outfitters Sub-Committee** - the Convention Committee shall have a Guides and Outfitters sub-committee.

**21.2 Dedicated auction donations**

SCI volunteers and staff may solicit donations for convention auctions on terms requiring the proceeds to be used for a specified purpose (a dedicated donation). The donor must complete and sign a form containing all required information and agreeing that if the intended purpose cannot be achieved within three years, the funds will be allocated to the SCI General Fund and the donor shall have no recourse to them. The form must then be approved by the relevant staff and committee chair and the Executive Committee, signed by the Secretary, copied to the Finance Department and filed with the Convention Department.

The form is here:

[Dedicated Donation Form](#)

## **22. ETHICS AND CODE OF CONDUCT COMMITTEE**

### **22.1 Ethical policies**

#### **22.1.1 Hunter's Code of Ethics**

Recognizing my responsibilities to wildlife, habitat and future generations, I pledge:

To conduct myself in the field so as to make a positive contribution to wildlife and ecosystem;

To improve my skills as a woodsman and marksman to ensure humane harvesting of wildlife;

To comply with all game laws, or the spirit of fair chase, and to influence my companions accordingly;

To accept my responsibility to provide all possible assistance to game law enforcement officers;

To waste no opportunity to teach young people the full meaning of this code of ethics;

To reflect in word and behavior only credit upon the fraternity of sportsmen, and to demonstrate abiding respect for game, habitat and property where I am privileged to hunt.

#### **22.1.2 "Internet hunting"**

SCI considers that so-called "internet hunting", where a person kills an animal remotely over an internet connection, is not hunting at all.

#### **22.1.3 Fair chase standards for captive animals**

SCI opposes the hunting of all animals bred in captivity unless the hunting operator, or an association of hunting operators, can demonstrate that the hunting meets SCI's fair chase standards (see 27.5.2 (iv) and (v)).

**22.2 Flagging the Membership Database** – in order to prevent the grant or renewal of membership to persons against whom disciplinary action could be taken if they were members, the Committee may request the Membership Department to flag the membership database. The Committee may, to the extent possible, treat a person applying for membership as if he were a member in respect of the disciplinary procedures set out in the Appendix.

### **22.3 Vetting applications for membership**

Where a person's name is flagged in the membership database or the Membership And Chapter Development Committee obtains information suggesting misconduct by that person, the Ethics and Code of Conduct Committee may, on request, provide an opinion to the MDCD on whether membership should be granted or renewed, given the likelihood of an adverse finding against such a member and the Bylaws eligibility requirement of sound moral character. The person applying for membership or renewal should be given notice of the information and invited to respond within 30 days.

## **23. GOVERNMENTAL AFFAIRS COMMITTEE**

### **23.1 Mission and objectives:**

**23.1.1** the mission of SCI in governmental affairs is to support legislative, regulatory and policy efforts that enhance wildlife conservation, to protect the rights of hunters, and to assure, through legislative, regulatory and judicial means, the broadest possible enjoyment of hunting and access to hunting.

**23.1.2** The objectives of SCI's Governmental Affairs Program are to monitor and participate in governmental activities at local, state, national and international levels, and to provide an active voice for hunters that is recognised as credible by governmental decision-makers.

### **23.2 Composition, staffing and Committee member duties**

**23.2.1** There shall be the following sub-committees: Federal Affairs, State Affairs, SCI-PAC, Hunter Action Fund and Legal Task Force.

**23.2.2** Any SCI member may serve as a member or as the Chair of the Committee. However, a registered federal lobbyist who is engaged by SCI may not serve as Chair the Committee, or as Chair of the SCI-PAC or the Hunter Action Fund. Registered state lobbyists who are engaged by SCI may not chair the State Affairs sub-committee. The Chairman may designate other sub-committees as needed.

**23.2.3** The Committee and sub-committees shall be assigned sufficient technically competent staff, and any lobbying or similar contractors engaged by SCI.

**23.2.4** Unless excused by the Chairman, Committee members are to participate, in person or by phone, in two Committee meetings preceding Board meetings and the May Board meeting "Lobby Day." A Committee member is expected to review and respond whenever possible to staff requests for input on matters concerning SCI's advocacy efforts.

**23.2.5** Committee members must, within 30 days of their appointment, complete all documents required of Committee members by SCI, and maintain strict confidentiality as to the business of the Committee and sub-committees. Disclosure is permitted as required by law and the Bylaws, or other Policies and Procedures, to other Committee or sub-committee members, support staff or contractors, and following a request by any SCI Director. Any SCI Director to whom information is disclosed must maintain confidentiality on the same terms, unless expressly authorized in writing.

**23.3 Developing positions** – the GAC shall develop SCI's positions, testimony and submissions on legislative, regulatory and judicial issues and shall keep a record of positions adopted. A draft position or testimony will be prepared by staff and contractors and discussed at a meeting, the minutes of which shall summarize the discussions and conclusions. The Committee shall then forward its recommended position to the Executive Committee for approval prior to publication. Once Executive Committee approval is given, the Committee may then take whatever action it considers appropriate that is consistent with that position, except that submissions must be signed by the President and testimony must be delivered by the President or an appropriate person on his behalf. If urgent action is required in any

other case the Committee is authorised to take the action it considers necessary to protect the interests of SCI provided it is consistent with the Bylaws, and shall immediately inform the Executive Committee of any such action.

**23.4 Record of positions** – the current legislative and regulatory policies of SCI and the dates they were adopted are as follows:

**23.4.1** Non-resident hunters - SCI supports non-resident hunting quotas in US states.

**23.5 SCI-PAC:** there shall be a sub-committee of the GAC called “the SCI Political Action Committee” (“SCI-PAC”).

**23.5.1 Purpose** – SCI-PAC’s purpose is to seek to improve government by encouraging SCI members wanting to preserve hunting and promote sound wildlife management to take an active role in the electoral process.

**23.5.2 Duties** - It shall inform the GAC regarding fundraising, support or efforts to defeat candidates, financial support of candidates, endorsements and independent expenditures It may, subject to the approval of the GAC, engage independent contractors to carry out campaign objectives.

**23.5.3 Administration** – It shall comply in all respects with all federal laws applicable to a political action committee, including maintaining a tax identification number separate from SCI and separate bank accounts. Any SCI-PAC mailing shall be approved by the Chief Executive Officer or the Director of Finance to confirm it complies with federal laws and to avoid duplicating other solicitations. A SCI-PAC check-off box shall be included in all renewal mailings to SCI members.

**23.5.4 Requests for funding** - All requests for funding shall be submitted to the SCI Director of Governmental Affairs or his designee, who shall immediately notify the SCI-PAC of that request and his advice and recommendations. The SCI-PAC shall agree to or reject the request. All requests must be made on the SCI-PAC Candidate Recommendation Form. *[Form to be included here.](#)*

**23.5.5 Candidate Fundraising events** – SCI shall be represented at candidate fundraising events by volunteers or staff, rather than contractors, whenever possible. Up to 50% of contribution to a candidate shall be presented at a fundraiser in the candidate’s home state whenever possible. Staff shall inform Chapter leadership of candidates from their state being considered for support, and Chapter leadership shall [be requested to] inform the Director of Hunter Advocacy of the candidate’s fundraiser schedule in that state.

**23.6 Litigation** - SCI shall not enter litigation without the approval of the Executive Committee, except where the circumstances require action to be taken quickly and:

**23.6.1** SCI’s litigation staff has recommended involvement;

**23.6.2** the chair of the Legal Task Force, the chair of the Governmental Affairs Committee and the President or a person designated by him agree;

**23.6.3** the likely cost of the litigation can be absorbed in a current budget; and

**23.6.4** the litigation does not involve any new policy direction.

The Executive Committee shall be notified immediately upon any decision to enter litigation without prior Executive Committee approval.

### **23.7 Legal Task Force**

**23.7.1 Membership** – Members of the Legal Task Force must be attorneys or members of the bar.

**23.7.2 Referrals** – If a referral is requested, staff shall provide a list of Legal Task Force members and local counsel who wish to be on the that list.

**23.8 Grants or awards to public officials** - Except for SCI-PAC political contributions, SCI will not make any grant, donation, award or otherwise provide any financial value to publicly elected or appointed officials or their families without Executive Committee approval.

## **24. INTERNATIONAL AFFAIRS AND DEVELOPMENT COMMITTEE**

**24.1 Mission and objectives** – In conjunction with other relevant committees, to develop SCI's influence and impact on international wildlife and conservation issues, to influence the development of international membership and chapter growth, and to support SCI's international activities in relation to NGOs, agencies, governments, conventions and treaties.

**24.2 Structure** – the committee shall have no less than six members, at least three of which shall be International Members, and the quorum shall be four members. The committee shall work with the support of professional staff and to the extent practicable with International Chapter Presidents, International Directors, and international Regional Representatives.

**24.3 Affiliate Memberships** - the committee shall be responsible for approving international Affiliate Memberships.

**24.4 International Chapter of the Year** – the Committee shall, in conjunction with the Membership and Chapter Development Committee, determine the International Chapter of the Year.

**24.5 International Legislator of the Year** – The Committee shall be responsible for determining the International Legislator of the Year. It may decline to make the award if it considers there are no suitable candidates.

## **25. Membership and Chapter Development Committee**

**25.1 Mission and Objectives** – the committee shall be responsible for membership and Chapter growth, membership retention and enrichment, and Chapter services. It shall:

**25.1.1** Guide and support membership and Chapter development staff, including managing Affiliate Memberships;

**25.1.2** Analyse member and Chapter needs so as to recommend initiatives;

**25.1.3** Assist Chapters in complying with the Bylaws;

**25.1.4** Conduct awards for Chapters for growth and supporting SCI's missions;

**25.1.5** Help Regional Representatives to grow Chapters;

**25.1.6** Assist other committees or departments of SCI with their goals.



**25.2 Structure** – The following shall be committee members because of their positions: the IADC Chair, the Sables Membership Committee Chair, the Vice-Chair of the Chapter Awards Sub-Committee, and a Regional Representative, who shall chair a Regional Representatives Sub-Committee. That Regional Representative shall be elected by the Regional Representatives.

## **26. COMMUNICATIONS**

**26.1 Tag lines** - all tag lines must be approved by the committee in advance.

**26.2 Media appearances** - Any SCI staff member, Officer or other Directors must obtain prior Executive Committee approval to any appearance in a public media production, including film, TV, radio and print, in relation to goods and services in any way connected with SCI's mission or activities for which he has paid less than full market value. This shall not apply:

**26.2.1** if his SCI position is incidental to the subject matter;

**26.2.2** if he does not make representations on behalf of or about SCI, and his appearance is incidental;

**26.2.3** to appearances relating to SCI's missions authorised elsewhere in these policies and procedures;

**26.2.4** to interviews for SCI Radio;

**26.2.5** If the value of the goods or services is less than \$100 and the CEO gives permission;

**26.2.6** if an urgent response is required and the CEO and President jointly give permission. They shall then inform the Executive Committee as soon as possible.

**26.3 Publications Mission** - the mission of SCI's publications is:

**26.3.1** To inform members and to entertain them;

**26.3.2** to provide membership benefits;

**26.3.3** to generate funds;

**26.3.4** to publicize SCI's accomplishments and present a favourable image;

**26.3.5** to influence SCI members and non-members.

The Publications Editor, who reports to the CEO, shall be responsible for the design and content of SCI's publications. The design and content of SCI publications shall be consistent with SCI's goals.

**26.4 Publishing Schedules** - Safari Times shall be published monthly and Safari Magazine shall be published bi-monthly, with an additional summer issue promoting SCI's hunting awards, and firearms and equipment.

**26.5 Safari Magazine** - In Safari Magazine, there shall be -

**26.5.1** appropriate disclaimers in each issue, including warning of the hazards of reloading ammunition and that publication of an advertisement does not imply SCI endorsement.

**26.5.2** No negative hunt reports from members.

- 26.5.3** 50% of articles on North America, 40% on Africa, and 10% on elsewhere;
  - 26.5.4** Covers alternating between North American and African subjects, and featuring other continents when possible;
  - 26.5.5** The majority of articles on hunting, equipment and hunting trends, with the aim of attracting a large audience of hunters and new members, and the promotion of major SCI activities and important projects.
- 26.6 Prohibited advertising** – advertising that does not appear objectionable shall be accepted unless the Executive Committee directs otherwise. The Executive Committee may consider a number of factors in arriving at its decision including a cost/benefit analysis. An advertisement may be rejected if the Executive Committee in its sole discretion considers it unsuitable, or if the Editor of the publication, in consultation with the Executive Committee, the President, or the CEO, considers it conflicts with SCI’s goals.
- Ads with the following features are specifically prohibited:
- 26.6.1** Offering hunting trophies for sale;
  - 26.6.2** Promoting membership in organizations that compete with SCI or in conflict with its goals, and specifically Conservation Force;
  - 26.6.3** That might discredit SCI, hunters or hunting;
  - 26.6.4** For services or products that are illegal or SCI considers unethical;
  - 26.6.5** That may appear to be disrespectful of wildlife;
  - 26.6.6** For any contest or activity involving prizes for killing wildlife;
  - 26.6.7** That might be wrongly construed as inferring the endorsement of SCI;
  - 26.6.8** Involving false claims, or vulgar, suggestive or offensive;
  - 26.6.9** Potentially libellous or an attack on the character of individuals or the goods services or activities of others;
  - 26.6.10** For hunting companies owned or operated by persons charged with or convicted or game law violations;
  - 26.6.11** For carved ivory.
- 26.7 Competing Record Books:** No financial support shall be given to an organization that publishes a record book of game animals without Executive Committee approval.
- 26.8 Internal recharges:** SCI Committees and departments shall be charged an amount representing the cost per page for production, prepress, printing and mailing of publications in which advertisements promoting their programs appear.
- 26.9 Chapter discounts:** Chapters may purchase case-lots of the Record Book at a discount, and may purchase any past issues of Safari Times or Safari Magazine to use in promoting membership at the lowest possible cost.

**26.10 Complimentary Record Books** – complimentary copies of the Record Books shall be provided to members of the Record Book Committee, advisors appointed by the committee, committee support staff and editorial contributors to the Record Books.

**26.11 Trading publications** - Copies of SCI publications may be traded for similar publications for use by SCI.

**26.12 Chapter publications awards**

Nominations must be received by SCI by September 15 each year. They must be made on a nomination form obtainable from the publications department, with three copies of a paper publication or the internet address for an electronic publication. The winning publication is that with the highest score in its category, provided where there is only one nominee, it has at least 3 under the scoring system described below.

The categories are: short newsletters, longer newsletters, magazines, fundraising publications and website. There are four awards for each category depending on the number of members in the Chapter: 25-50, 51-100, 101-200 and 201 or more. A fundraising publication can be in any format provided its fundraising nature is clear from its content. A short newsletter is 12 pages or less, and a longer newsletter is over 12 pages. Newsletters may be paper or electronic. Magazines are paper publications saddle-stitched or perfect bound.

The criteria by which each type of publication is judged, and minimum requirements, are set out on these worksheets, which are to be used by each committee members to score the publication:

[Ranking Spreadsheet](#)

The scoring system is:

1-2: no or minimal evidence of the criteria in the publication

3-4: some criteria met, but some inconsistent elements

5: all criteria met and evidenced in the publication.

The procedure for selecting with winner is as follows. A member of staff will categorise nominated publications, placing paper publications in a folder with the Chapter name and publication category and Chapter size grouping on the outside of the folder. He will then forward all nominated publications and a spreadsheet showing his categorizations of them to committee members who will send their scores to him. He will send paper publications with a circulation list and after reviewing the nominated paper publications each member shall forward them to the next member on the list. When all committee members have provided their scores, the member of staff shall send the committee for approval a spreadsheet showing total scores for each publication nominated.

**27. RECORD BOOK AND WORLD HUNTING AWARDS COMMITTEE**

**27.1 Mission and objectives:** to maintain the SCI Record Book of Big Game Animals; to evaluate and approve entries into the Record Book and Non-Record Book photo entries; to operate a system for training and approving Official Measurers and Master Measurers; to recognize SCI members through

the Record Book and the World Hunting Awards program; and to operate a system of Hunt Reports to enable SCI members to share their hunting experiences.

**27.2 Committee structure** - The committee consists of a chairman, vice-chairmen for each of Record Book and World Hunting Awards, and eight sub-chairs: Africa, Asia, Europe, North America (including indigenous species on estates), North America (including introduced exotics), South America, South Pacific and International Development. A committee member may hold more than one of these positions. The chairman may appoint further sub-committees as necessary. The chair may, in consultation with the vice-chairs, appoint consultants to act in an advisory capacity, without vote and without compensation. The consultant's expenses shall be reimbursed in accordance with the expenses policy. A consultant shall serve a one year term but may be reappointed.

**27.3 Committee meetings** - the Committee shall normally meet monthly, by conference call, but shall meet in person once each year during the Annual Hunters' Convention, to allow Convention exhibitors to meet with the Committee.

#### **27.4 Record Book Categories**

**27.4.1 Establishing Categories** - the Committee shall establish categories for trophy animals based on the physical characteristics of the animals and the location and circumstances under which the animals were taken. Any new Record Book category must be approved by the Committee, which must establish the following:

- (a) Taxonomic Notes: Scientific Name, Description, Habitat, Distribution, Remarks;
- (b) Minimum measurement, or whether in the discretion of the relevant sub-chair.
- (c) The World Hunting Awards for which the category will qualify.

For the initial establishment of a category, the relevant sub-chair may use his discretion that to the best of his knowledge the entry is a mature specimen, to provide a database for the establishment of minimum scores. After 30 entries have been made the Committee will re-evaluate the category and establish minimum scores. A category for an indigenous animal may be started with only one entry.

A list of the current Record Book categories and the minimum scores shall be maintained by the Committee and published on the SCI website. The Record Book shall include information for each category describing the animal and its natural geographic distribution, its population and protected status and other relevant information.

#### **27.4.2 Categories within a species**

**(a) Indigenous, Non-indigenous and Estate** - there shall be separate categories for a species according to whether it was indigenous or non-indigenous and whether it was taken on an estate. **"Indigenous"** means native to the country or to a specific geographic area within that country where it is taken. Any other animal is non-indigenous. **"Estate"** means a property or area that uses an artificial or unnatural restrictive barrier, in most cases a fence, which restricts or confines the movement of game animals. The barrier may consist of multiple sides or only one side. If an artificial barrier is used in conjunction with a natural barrier such as a bluff, canyon, river, lake, or other natural barriers, then the enclosed area is also considered an Estate. Any game animal taken that was raised, or kept for any length of time within the confines of an Estate and then intentionally or unintentionally released outside the Estate will only be considered for the Estate category. An

animal that occurs naturally within the geographic area for that category but which is taken on an estate shall be categorized as an Estate animal.

**(b) Picked-up entries:** a picked-up entry is an animal that was not taken by the person submitting it, including animals that were found, inherited or purchased. Picked-up entries shall be listed separately in each category. Shed antlers may not be entered as a pick-up.

**(c) Methods of hunting:** the following methods are recognized for Record Book entries: Rifle, Handgun, Muzzleloader, Bow and arrow, Crossbow. The Committee may recognize other methods.

### **27.4.3 Changes to categories**

(a) the Committee may add a new category, amend an existing category, or delete a category as reasonable information becomes available to support that change e.g. a change in wildlife law that makes an animal huntable that was previously not huntable, or vice versa; a change in the scientific literature that describes a new subspecies; the introduction of an animal not previously found in a particular area; a natural change in the distribution of an animal; intentional changes in estate or introduced animals introduced by wildlife managers or breeders.

(b) Any Committee member can propose a change by presenting information to the Committee on the record of a Committee meeting. The proposal shall be reviewed by a three-person panel of Committee members not including the proponent. The panel shall seek information from the existing technical literature and from recognized and knowledgeable people in the scientific, hunting and governmental community. Any change based on wildlife laws must be confirmed by a competent source within the relevant government. The panel shall present its findings on the proposed change to the committee, which may approve a change by a two-thirds majority vote.

(c) Existing Record Book entries shall not be affected by a decision to modify or delete an existing category. The Record Book shall be annotated to show that the category was modified or deleted, and the date of modification or deletion, along with a statement that the modification or deletion was based on new information available to the Committee.

### **27.5 Submission of entries**

**27.5.1 Types of entry** – There are two types of entry, record book and photo. A photo entry may be made where the animal is relevant to an award, but it measures below the required minimum for the record book or there is no relevant record book category. A list of the current Record Book categories, the minimum scores, and a schedule of fees set by the Committee shall be maintained by the committee and published on the SCI website.

**27.5.2 Eligibility** – entries may only be submitted if:

(i) The hunter is a current SCI member in good standing and not suspended at the time of submission; and

(ii) The animal was lawfully taken under the laws of the country where it was taken;

(iii) The hunter was in compliance with the following policy on the use of aircraft:

A hunter may not enter an animal in the SCI Record Book or for any SCI award if it has been shot from an aircraft, or intentionally hazed or herded by an aircraft on the flight into the hunting area. He may otherwise hunt on the day he flies into an established camp or camp

set up location or surrounding areas, provided it is legal to do so. If there is any doubt regarding legality, he should start the hunt the following day.

(iv) in the case of an animal taken on a hunting estate, the hunter was in compliance with the following policy:

- A. The animals hunted must have freely resided on the property on which they are being hunted for at least six months, or longer.
- B. The hunting property shall provide escape cover that allows the animals to elude hunters for extended periods of time and multiple occurrences. Escape cover, in the form of rugged terrain or topography, and/or dense thickets or stands of woods, shall collectively comprise at least 50% of the property.
- C. The animals hunted must be part of a breeding herd that is a resident on the hunted property.
- D. The operators of the preserve must provide freely available and ample amounts of cover, food and water at all times.
- E. Animals that are to be hunted must exhibit their natural flight/survival instincts.
- F. No zoo animals, exhibited animals or tame animals are to be hunted.
- G. Hunting methods employed cannot include driving, herding or chasing animals to awaiting hunters.

(v) in the case of an animal taken on a hunting estate in North America, the conditions in (iv), above, apply and in addition:

- A. Every effort must be made to utilize all meat commonly consumed from a taken animal;
- B. There may not be any hunting or selling of hunting rights to a specified animal.

**27.5.3 Record Book entries – information required** - an entry must be submitted, preferably typed, on the relevant official SCI entry form (score sheet) accompanied by the non-refundable fee. The form must include the member's name, as he wishes it to appear in the Record Book, address, telephone number, and email address (if any) and must be signed and dated.

(a)The form shall contain the following information on the trophy:

(i)Statement of legality of take;

(ii) Measurement signed and dated by an Official Measurer or a Master Measurer;

(ii)Date when taken;

(iv) Location where taken; The name of a country is not sufficient for place taken; There must be a specification of a specific geographic area within the country;

(v) whether self-guided or name of guide and outfitter;

(vi)Method of take;

(vii)Photographs of the animal taken in the field at the time of taking;

(viii) Any other information required by the Committee and included on the published form.

(b) All entries must be sent to the Record Book Department with the non-refundable processing fee set by the Committee. Completed entry forms must be postmarked by the current publication

deadline to be included in the Record Book to be published the following year. The deadline to be considered for the Convention Major Awards is March 31st of the year prior to convention.

**27.5.4- Photo Entries - information required** - photo entries must be submitted on a completed photo entry form, with a field photo.

**27.5.5 Photographs** - if a member cannot produce a field photo for a Record Book or photo entry, they must provide color photographs of the mounted trophy and must sign an affidavit for each such entry. For antlered game trophies, three photographs of the mounted trophy, each taken from a different angle, or sufficient photographs to show all the points, must be submitted. The affidavit must be on a form provided by SCI. All photos and entries submitted become SCI's property.

## **27.6 Approval of entries**

**27.6.1 Initial staff review** – staff shall review the entry to confirm it has been filled out correctly and completely and that it is legible. Entries received without the signature of the hunter or measurer or photographs will be returned to the member. Entries missing any other information will be held while staff try to collect the missing information from the hunter via email and phone. If the member does not respond within 30 days the entry will be returned to him. If the entry is likely to be a Top 20 entry, staff will notify the hunter of the special requirements measuring requirements. When the staff review is complete, the entry is put into a Record Book Database pending batch for further processing. Entries are grouped by geographic area and forwarded to the appropriate sub-chairs for review.

**27.6.2 Review by Sub-chairs** - The subchair may, at his discretion, request any additional information, including additional photographs, a more precise location, whether the animal was hunted on an estate or free range, and remeasuring. If the member does not respond within 90 days, the entry will be removed from the record book software and returned to the member without a refund. The sub-chair may allocate the entry to a different category, and notify the member accordingly. Once the sub-chair has approved the entry it will be officially entered in the Record Book with a ranking. The member will receive a certification card showing that his entry has been accepted into the Record Book. The ranking of entries within a category will change over time.

**27.6.3 Committee scrutiny of entries** - Any member of the Committee may question the acceptance of an entry by asking for it to be put on the agenda of a Committee meeting and providing the Committee with supporting documentation. Examples of reasons for questioning an entry include:

- (a) Taking an animal against the laws of the state, province or country of take;
- (b) Importing an animal against the law of the country of import and entering or attempting to enter it into the Record Book;
- (c) Taking an animal in violation of the standards set forth in the Bylaws and specifically the Hunters' Code of Ethics;
- (d) Entering or attempting to enter in the Record Book an animal that the member did not personally take, except in the category of pickups;
- (e) Entering or attempting to enter in the Record Book an animal for one entry and then to attempt to use the same animal for an entry in a different category;

- (f) Entering or attempting to enter the same animal more than once in the same category with different scores;
- (g) Forging or altering the signature of an Official or Master Measurer on an entry form;
- (h) Influencing, or attempting to influence by any means, an Official or Master measurer to incorrectly score an animal;
- (i) Altering the measurements on an entry form after measurement by an Official or Master Measurer;
- (j) Incorrectly scoring one's own trophy to make it appear that it scored higher than it did;
- (k) Making a misrepresentation to the Committee.

The Committee may accept any information from any source, without regard to the age of the information. Acceptance on entries is at the sole discretion of the Committee, after review by the sub-chair, and the committee's decision is final.

**27.6.4 Review of an entry after acceptance** - if information becomes available to the Committee after an entry has been accepted that indicates that there is any reason for questioning the validity of an entry the Committee may open an inquiry to review the matter. The inquiry shall be conducted in coordination with the Ethics and Code of Conduct Committee and in accordance with any procedures, policies or guidance supplied by that Committee. If the inquiry indicates that entry should be withdrawn or that awards based on the entry should be rescinded, the matter shall be forwarded to the Ethics and Code of Conduct Committee for further proceedings. If a member is expelled, all his entries will be removed from the Record Book.

## **27.7 Measuring**

**27.7.1 Types of Measurers** - there are two categories of measurers: Official Measurers and Master Measurers. Any SCI member may become an Official Measurer or a Master Measurer. Measurers must maintain SCI membership to maintain their measurer status. Master Measurers cannot certify their own trophies or those of spouses or close family members. A measurer may not charge for measuring.

**27.7.2 Becoming a Measurer** - a member can become an Official Measurer by successfully completing the Official Measurer's Course, through a Home Study Kit or in person. The date and location of Official Measurers' Courses shall be posted on the SCI web page. The fee shall include a new Measuring Kit and lifetime updates on score sheets and measuring methods. An Official Measurer may become a Master Measurer after one year by successfully completing the Master Measurer's course during convention. To qualify, he must measure 25 different species of animals within 3% accuracy. The costs of courses and Homes Study packs will be set by the Committee and maintained on a schedule of fees.

**27.7.3 Procedures for Scoring Trophy Rooms** - SCI will send staff to a member's trophy room on request to score animals in the trophy room and to provide him with a printout showing the World Hunting Awards for which he is eligible. Before the visit the member must provide for each animal to be measured the species name; date of harvest; specific locality where taken; method of take; Guide or Outfitter; and field photo(s). He must also sign an agreement to pay for all travel expenses of staff, including hotel, airfare, and rental car, if required and pre-pay the processing fees for all Record Book or photo entries and the cost of all World Hunting Awards for which he is eligible.



Payment for a World Hunting Award will be refunded if the required entries are not accepted.

It is the responsibility of the SCI member whose trophy room is being scored to ensure a safe work environment for staff to measure his trophies. All trophies that are to be scored must be reachable with a sturdy ladder, scaffolding, or solid structure. Staff will not measure any animal that cannot be brought down off the wall or be reached with a secure ladder.

Once the animals have been measured, all the information including the member's signature will be recorded on each score sheet, and the measurer will sign and date the score sheet. The member must then review all the information on each entry and photo submission form and sign each form. Upon completion of scoring, staff will submit the entries and photo entries into the Record Book software as an individual batch exclusive to the member, but subject to the usual procedures and requirements. Once all entries and photo entries are submitted, staff will rank the batch and produce an Awards Summary to show the member. After the scoring, the member will receive a statement for expenses, including travel costs, entry processing fees, and prepayment of all potential World Hunting Awards.

**27.8 Hunt Reports** - Hunt Reports submitted by SCI members are available on the SCI website for viewing by all members and include information on the outfitter, guide, location and hunting conditions. Only official Hunt Report forms, which are available on the SCI website, are accepted.

## **28. Life Hunter Advocate Society and Endowment**

### **28.1 Establishment and Purpose of the Life Hunter Advocate Society.**

There shall exist a program for SCI Life Members and an organizational structure known the Life Hunter Advocate Society (LHAS) with the purpose of accepting contributions and funding projects as described in section 28.2.2, below.

### **28.2 LHAS Endowment.**

**28.2.1** Contributions by SCI Life Members to the LHAS shall be held in an account known as the "LHAS Endowment."

**28.2.2** This is a restricted account and may only be used for the following purposes, as directed by the SCI Executive Committee: litigation, marketing, legislative and voter educations, and similar advocacy actions intended to protect the privilege of hunting and the hunting heritage. These purposes shall not include lobbying for candidates for office.

### **28.3 LHAS Governing Body**

**28.3.1** A Governing Body for the LHAS shall be established. It shall consist of up to five SCI Life Members who have contributed at least \$8,500 to the LHAS in addition to the cost of a Life Membership ("Diamond level donors").

**28.3.2** The initial members of the LHAS Governing Body shall be designated by the SCI President.

**28.3.3** Elections shall be held by mail ballot among all donors who have donated more than \$1,000 in addition to the cost of a Life Membership. They shall elect five Diamond Level donors who shall comprise the LHAS Governing Body. After the first election, elections shall be held annually.

- 28.3.4** The LHAS Governing Body shall select a Chair from among its members.
- 28.3.5** The LHAS Governing Body may establish rules and procedures as necessary for the conduct of its business, including the election of its members.
- 28.3.6** The purposes of the LHAS Governing Body shall be:
- (a) To manage the investment of the endowment, with the advice of the SCI Finance Committee and the SCI Chief Financial Officer, using appropriate standards to protect the corpus of the Endowment;
  - (b) To recommend expenditures for projects as set forth in Section 28.2.2, above, with the advice of the Governmental Affairs Committee;
  - (c) To oversee staff fundraising activities for the LHAS;
  - (d) To establish, and to change from time to time, the required levels of donations to the LHAS and the recognition or privileges associated with each level of donation.

**28.4** Protected Reserve in the LHAS Endowment

**28.4.1** \$75,000 shall be set aside from the initial contributions made in February, 2016, as a protected reserve. All gains and earnings, including interest and dividends, shall be added to the protected reserve, along with 50% of all subsequent contributions to the LHAS.

**28.4.2** The other 50% of contributions to the LHAS shall be available for projects.

**28.4.3** After the protected reserve reaches \$250,000, all realized gains and earnings from the LHAS Endowment, including interest and dividends, may also be used for projects.

**28.4.4** The LHAS Governing Body may from time to time increase the amount of the protected reserve.

**29. SABLES**

Sables operates autonomously and its canons, which are its bylaws, are not part of these policies and procedures and are only be noted for reference:

[Sables Cannons](#)

**APPENDIX – ETHICS AND CODE OF CONDUCT COMMITTEE RULES OF PROCEDURE**

**1. Initiation of a case; requirements for complaints.**

1.1 A person who is an SCI member in good standing may initiate a case by filing a Complaint. That person is known as the Complainant. A case may also be initiated by the Committee based on information received. The person or entity against whom a complaint is filed is known as the Respondent.

1.2 A Complaint must allege that there are grounds for action under Article 2.4 of the SCI Bylaws (a “violation”) and should contain any additional materials necessary to support the allegations, subject to the following limitations:

1.3 A Complaint, including all supporting material, must not exceed 25 pages. Any audio or video material submitted to support a Complaint must not exceed 5 minutes’ duration in total. A Complaint that is rejected because it fails to observe these limits may be resubmitted only once.

1.4 A complaint must be made on the form issued by the Committee or contain substantially all the information required by that form; be a sworn statement; and must include the following statements by the Complainant.

1.4.1 “the information in this complaint is true to the best of my knowledge and belief”; and

1.4.2 “I further swear that I will maintain complete confidentiality in regard to all aspects of this case, including, without limitation, the filing of the complaint, the material contained within, any further information developed during the Committee’s investigation, and any communications to me from the Committee. I understand that violation of this confidentiality requirement may lead to dismissal of the case and to sanctions against me.

1.5 If a case is based on a Complaint filed by a member of SCI and relates to conduct in relation to a hunt or a contract for a hunt, it must be accompanied by a fee of US\$500. SCI will refund the fee if the case is concluded in favour of the Complainant. The Committee may waive the fee if it determines on the record that the fee would deter a Complainant filing a Complaint due to his financial circumstances.

1.6 Information received by the Committee shall be reviewed by the Chair and Counsel to determine whether it is sufficient on its face. If it is not, the Chair, assisted by Counsel may at his discretion undertake preliminary inquiries to determine whether the matter should be brought to the Committee for a decision to initiate a case.

1.7 No case involving a dispute between a hunter and an outfitter shall be opened unless a complaint has been filed by an SCI member, except that the Committee has discretion to open such case based on information received if it determines on the record that the case involves unfairness or possible harm to other members of SCI.

2. Decision to Proceed; Notice; Opportunity to respond.

2.1 The Committee shall decide, by a two-thirds majority vote, whether the complaint and the accompanying material indicates that a violation may have occurred and that the Committee should proceed with the case. In making its decision, the Committee shall be advised by its Counsel and shall make the rebuttable presumption that all allegations are true as stated. In a case involving an alleged violation, the Committee shall make a presumption in favour of the hunter when the hunt has been arranged and conducted by a guide or outfitter, on the basis that the outfitter and guide are responsible for knowing the relevant laws and for avoiding any violations. The Committee may take into account the particular factors of the case to determine the degree to which the presumption should apply.

2.2 If the Committee decides not to proceed with the case, the Committee shall notify the Complainant and the Complaint shall remain in the Committee’s files for one year. If, during this time, the Committee receives other information relevant to the matter or if other Complaints are filed on the same matter, the Committee may reconsider its decision.

2.3 If the Committee decides to proceed with the case, the Committee shall send a Notice of Complaint to the person or entity against whom the complaint is filed. The Notice shall include a copy of the complaint and all the accompanying information. If the case is based on information received by the Committee, a summary of the information, along with the accompanying information, shall serve as the complaint. The complaint and accompanying information constitutes the charges in the case and the Committee is not required to provide any further specification of charges.

2.4 The Committee shall send the Respondent a response form and a copy of these Rules. The response form shall contain a statement that must be sworn by the Respondent that “the information in this response is true to the best of my knowledge and belief.” The Respondent has 30 days from the date of the Notice in which to respond. The 30-day period can be extended for good cause shown.

2.5 At any stage of the case, the Respondent may be represented by legal counsel or by any person of his choice. If the Committee is notified by an attorney that he represents a Respondent, all further contact with the Respondent on the matter shall be through the attorney. If a person other than an attorney claims to represent a Respondent, the Respondent shall be notified and asked whether the person represents him and whether the Respondent wishes all further communication to be through his representative. All notices shall be sent to the Respondent and his representative.

2.6 The Committee may require that a note be placed in SCI’s database to prevent the person from joining or renewing membership under the following circumstance:

2.6.1 Information has been received by the Committee which meets the standards for proceeding with a case, but no action is possible because the person or company involved is not currently a member of SCI.

2.6.2 Such a person or company may not renew a membership or become a member unless the matter is first considered by the Committee to determine whether the alleged violation occurred. These Rules of Procedure apply to any such determination.

2.6.3 SCI’s membership department may request from the Committee information on whether any person or company applying for membership or renewing a membership is likely to fail to meet the criteria for membership in the Bylaws.

3. Investigation of the case; availability of information.

3.1 The Committee shall assign an investigative team to each case. Case assignments shall be made in the order of the list of teams maintained by the Committee. An investigative team shall consist of at least two people, but may contain additional members of the Committee or adjunct investigators, at the discretion of the Chair.

3.1.1 The Chair may appoint adjunct investigators who are not members of the Committee but who may assist in the investigation of cases. Adjunct investigators may participate in any discussion, hearing and decision process of the Committee involving the case, but not in any other case and shall be subject to the same confidentiality restrictions as the members of the Committee.

3.2 The investigative team may start investigating the case before receiving the response.

3.3 The investigative team shall gather documentary information, conduct interviews with the Complainant, Respondent, and any other person believed to have information relevant to the case. It may seek and may accept information in any form from any source, including hearsay information.

3.3.1 Interviews may not be recorded electronically by the investigative team or by the person(s) being interviewed. Interviews shall be conducted by two Committee members whenever feasible and shall be summarized in writing and entered into the record of the case.

3.4 The investigative team is responsible for the review, analysis and summarization of all information which forms the record of the case. They may be assisted by the Committee's Counsel. All such material shall be forwarded to Counsel with a copy to the Chair.

3.5 All information gathered by the investigative team or otherwise available to the Committee during any stage of the proceeding shall be provided to the Respondent.

#### 4. Finding of Violation or Dismissal.

4.1 When the Committee determines that it has sufficient information, it shall decide, by majority vote, whether to make a finding of violation or to dismiss the case. If the Committee has received information from any source that indicates violations other than those alleged in the complaint, the Committee may broaden the matter to include the additional violations.

4.1.1 If the Committee dismisses a case the matter is concluded and the Committee shall notify the Respondent and the Complainant. The Committee is not required to state its reasons for the dismissal. This is the final action of SCI in the matter. There is no right of reconsideration or appeal by the Complainant in the event of a dismissal, however if a Complainant produces new information within one year from the date of dismissal, a case may be reopened, in the sole discretion of the Committee.

4.1.2 Notwithstanding the dismissal of a case, the Committee may issue a letter to the Respondent expressing the Committee's concern over an aspect of the case or reprimanding the Respondent. A copy of that letter shall be sent to the Complainant. Such letter is not a sanction under the SCI Bylaws.

4.1.3 A finding of violation shall include a summary of the information and a description of the violation(s). The Committee is not required to state its reasoning for a finding of violation.

#### 5. Notice of Violation; opportunity for a hearing.

5.1 If a finding of violation is made, a Notice, including the finding as stated in the Committee's minutes, shall be sent to the Respondent, with a copy to the Complainant.

5.2 The Respondent may request a hearing on the finding of violation. A request for a hearing must be made within 30 days of the date of the notice of violation.

5.3 If the Respondent fails to request a hearing within 30 days, the Committee shall proceed according to Section 7, below.

#### 6. Hearing.

6.1 If a timely request is made for a hearing, the Committee shall contact the Respondent to arrange a date for the hearing. The Committee shall be considerate of the Respondent's commitments and need to prepare when setting a hearing date, but the Respondent may not be dilatory. If the Committee considers that the Respondent is being dilatory in setting a date for a hearing, it shall

send the Respondent a notice giving him two weeks in which to agree to a definite date for a hearing. If the Respondent fails to do so, the Respondent forfeits his opportunity for a hearing.

6.2 The hearing shall be telephonic. There is no option for an in-person hearing. No recording of the hearing is permitted by the Committee or by any participant.

6.2.1 At the hearing, the Respondent may be represented by his attorney or by any other person. The Respondent may, at the discretion of the Chair, have other persons in attendance to provide testimony.

6.2.1 The chair may limit the participation of any person to assure relevancy, materiality and proper conduct.

6.2.2 The Chair, or his designee, shall ask each person testifying to the Committee to swear the following oath: "I, [name], hereby swear that any information that I provide to this Committee shall be completely truthful, to the best of my knowledge and belief."

6.2.3 The purpose of the hearing is to allow the Respondent to respond to the allegations in the case. The Committee may ask question, either prior to the hearing in writing or orally during the hearing. The Committee may draw an adverse inference from a refusal by the Respondent to answer a question.

6.2.4 The Respondent will be given an opportunity to make an opening statement and, if there is discussion or questions, a closing statement.

6.2.5 The Committee shall keep summary minutes of the hearing. Such minutes shall record only the names of those present and a summary of the action occurring and shall not include the substance of any discussion.

6.3 The Committee may decide to undertake further investigation of the case based on information received during the hearing. In this event, the Respondent shall be given the opportunity for a supplementary hearing, on the same basis as for the original hearing.

## 7. Decision by the Committee.

7.1 If a hearing is held, or if a hearing is not requested within the required time, the Committee shall review the entire record of the matter and make its final decision.

7.2 If the Committee determines, by a majority vote, that no violation has occurred, the case shall be dismissed and the Respondent and Complainant shall be notified accordingly.

7.2.1 If the Committee dismisses the case the matter is concluded and the Committee shall notify the Respondent and Complainant. The Committee is not required to state its reasons for the dismissal. This is the final action of SCI in the matter. There is no right of reconsideration or appeal by the Complainant in the event of a dismissal, however if a Complainant produces new information within one year from the date of dismissal, a case may be reopened, in the sole discretion of the Committee.

7.2. Notwithstanding the dismissal of a case, the Committee may issue a letter to the Respondent expressing the Committee's concern over an aspect of the case or reprimanding the Respondent. A copy of that letter shall be sent to the Complainant. Such a letter is not a sanction under the SCI Bylaws.

7.3 If upon review the Committee determines, by a majority vote, that one or more violations have occurred it shall make a finding to that effect, including a summary of the actions of the Respondent and information supporting the finding. This finding may differ from any finding previously made.

7.4 If a finding of violation is made, the Committee shall propose a sanction, by a two-thirds vote.

The sanction may be for expulsion from membership, suspension for a period of time, probation, or some lesser sanction involving the membership status of the Respondent. The sanction shall apply to all rights and privileges of membership unless otherwise stated.

7.5 The Committee is not required to state its reasoning for a dismissal, a finding of violation, or a proposed sanction.

## 8. Notice of finding and sanction.

8.1 The Committee shall send the Respondent a notice of its findings and the proposed sanction.

8.2 In its sole discretion, the Committee may hold discussions with the Respondent and may modify its proposed sanction, provided that the Respondent states in writing that he will accept the Committee's findings and the modified sanction. Such statement by the Respondent terminates the matter and the sanction goes into effect as stated.

## 9. Action by the Board of Directors

9.1 Unless the Respondent has accepted the Committee's finding and proposed sanction, the Committee shall schedule the matter for the next meeting of the Board of Directors.

9.2 The Chair shall provide an oral report to the Board of Directors, including the Committee's findings and the proposed sanction. The Chair's report shall conclude with a motion for Board approval of the findings and the proposed sanction. The motion requires no second and is subject to amendment.

9.2.1 The Respondent may not be present (either personally or through a representative or attorney) during the Board's consideration of the matter.

9.3 The Board's decision on the finding shall be by majority vote. The Board's decisions may differ from the findings and sanction proposal of the Committee. The Board is not required to state its reasoning for a dismissal, for a finding of violation, or for a sanction. The action of the Board is the final action of SCI unless a request for reconsideration is granted under the SCI Bylaws.

9.4 The Committee shall notify the Respondent and Complainant in writing of the Board's decision. If the Respondent is sanctioned, a notice shall be published in a version of the Official Journal that is internal to SCI and its membership unless, in the opinion of the Board, publication would be harmful to the interests of SCI. The notice shall include the name of the Respondent and any business entity related to the interests of the members of SCI in which he is a principal owner or operator, along with a brief factual description of the actions of the Respondent which were the basis for the action taken and a statement of the provisions of the Bylaws which the Respondent was found to have violated. This information may be released once the action has become final.

9.5 Any sanction on the Respondent also applies to any business entity controlled directly or indirectly by the Respondent, his spouse or other closely-related family member, unless the Committee decides that the business entity is not sufficiently related to the Respondent to merit the application of the sanction.

## 10. Confidentiality

10.1 Except as otherwise stated in these Rules or in the call of a meeting of the Committee, all meetings of the Committee shall be in executive session and all matters before the Committee, including the names of Complainants and Respondents, shall be held in the strictest confidence and shall not be revealed to or discussed with anyone other than members of the Committee, staff or contractors assigned to assist the Committee.

10.2 Information may be disclosed in the following circumstances:

10.2.1 investigating committee members and contractors may disclose information when



they consider it necessary to the investigation;

10.2.2 the chairmen and members, and adjunct investigators, and staff supporting the committees which grant awards or certify candidates for nomination to office in SCI may be given the names of Respondents, on the basis that they are bound by the confidentiality requirements of these Rules and may share such information only as required to perform their function;

10.2.3 Board members may be given the names of Complainants and Respondents in current or closed cases along with information as to whether the case has been dismissed or is still pending;

10.2.4 the Executive Committee or the Board of Directors may be given information on a case, in executive session, either orally or in writing. If in the form of a written report, all copies of that report shall be collected prior to the close of the executive session;

10.2.5 any member of SCI may receive information in relation to an open or closed case to the extent necessary to protect the essential interests of SCI or SCI Foundation;

10.2.6 if a case is dismissed, the Committee may disclose the name of the Complainant and the Respondent upon request by any SCI Member, along with the fact that the case has been dismissed;

10.2.7 staff or contractors of SCI or the SCI Foundation may receive information to the extent necessary in order to enable them to carry out their functions properly to accomplish the purposes of these provisions and to protect the interests of SCI and its members or the SCI Foundation;

10.2.8 the results of a case, including letters of reprimand and terms of probation, may be disclosed to the Complainant, the President of the Respondent's Chapter, and to the President of any other Chapter that has a reasonable need to know;

10.2.9 SCI may publish information in summary form about its ethics process, including the nature of cases and penalties, provided that the information does not include the name of or violation by a particular individual or entity, or would allow identification of such a person or entity.

## 11. Jurisdiction of the Committee.

11.1 The Committee has jurisdiction over an SCI Member in relation to any act committed prior to or during his membership in SCI.

11.2 The Committee retains jurisdiction over cases where a party's membership expires or where a party resigns while a case is pending.

11.3 The Committee may elect to retain jurisdiction over a case if the Complaint is withdrawn by the Complainant.

11.4 Any person who is an executive officer, director or a principal in a company that holds a membership in SCI shall be considered a member of SCI for the purposes of these Rules. As a result, if a Complaint is filed against that person the Committee has jurisdiction over that person.

11.5 The Committee has no jurisdiction over any matter between a chapter of SCI and one of the chapter members unless it can be shown that the interests, purposes or reputation of SCI will be affected.

11.6 Any company that has an officer, director or principal who is a member of SCI shall be considered an SCI Member. Any person who is employed, whether permanently or temporarily, by any company at the Annual Hunters' Convention, and who is present at that Convention, shall be considered a member of SCI; that the name of that person or company is not listed in the membership roster or database of SCI shall not be a bar to the filing of a Complaint.

11.7 If a sanction is imposed on a person or company pursuant to these Rules unless stated otherwise in the sanction, that sanction shall prevent that person and any company with which he is affiliated, as set forth above, from having any contacts or dealings with SCI, its Chapters or the SCI Foundation for the period of time specified in the sanction.

## 12. Recusal

12.1 Any Committee member who is related to the Complainant or to the Respondent by blood, marriage, adoption or business, or otherwise feels that he might be biased or will have a conflict shall recuse himself from any further involvement of the case and shall not attend any discussions of the case.

12.2 The Committee, by a majority vote, or the Chair of his own motion may exclude any member of the Committee from consideration of a particular case if the Chair or the Committee considers that exclusion to be appropriate.

## 13. Probation.

13.1 If sanction involves probation, it may be for a specified period of time or permanent, and it may be with or without conditions. If no time period is specified, the probation shall be considered permanent.

13.2 If, during the probation period, the Committee receives information indicating that the original violation is continuing or that additional violations have occurred, the Committee may recommend additional sanctions, by a two-thirds majority.

13.2.1 If the Committee recommends additional sanctions, it shall notify the Respondent of the recommendation and the reasons for it. The Respondent has 30 days from the date of the notice to respond.

13.2.2 After the 30-day period expires, the Committee shall make a decision by a majority

vote on whether to recommend additional sanctions to the Board.

#### 14. Interpretation of these rules.

14.1 All matters not specifically covered by these Rules shall be governed by the SCI Bylaws and if there is no relevant Bylaw then the latest edition of Roberts Rules of Order shall apply.

14.2 The Chair, advised by the Committee's Counsel, shall make a determination on any question of interpretation. The interpretation of the Chair shall prevail unless more than a two-thirds majority of the Committee attending the meeting object.

14.3 All references in these Rules to any gender include all other genders.

14.4 If compliance with any time period or other provision of these Rules is relaxed for good cause shown, that relaxation shall not be grounds for any claim or defense asserted by a Respondent.

#### 15. Notices

15.1 Any notice required by these Rules may be sent to the postal address or email address of the recipient appearing in the records of the SCI. A notice is deemed to be received if sent by email at the time it is sent and if sent by post five days after posting by pre-paid post to an address in the United States and ten days after posting to an address outside the United States.

15.2 If a notice is given using a method not stated in these Rules, that shall not be grounds for any claim or defense asserted by a Respondent."