



Commemorative Bucks of Michigan Bylaws

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PREFACE

Section 1. – Definitions

- (A) Good Standing – Meaning a member of CBM who has paid his/her dues and is qualified to be a member of CBM.
- (B) Notice – Required documents are placed in the U.S. mail, first class, with proper postage and properly addressed with the last known address on the records of the Corporation of the intended recipient.
- (C) Record Day – The date, fixed by the Board of Director by resolution, on which a member must be registered on the books of the Corporation as having paid their annual dues to the Corporation for the purposes to notice of and to vote on Corporate business at any meeting of the Corporation. The date fixed shall not be more than sixty (60) days before the commencement of the Annual Convention.
- (D) Resident – The individuals' principle place of residence.

RESTATED BYLAWS OF COMMEMORATIVE BUCKS OF MICHIGAN, INC.

ARTICLE I NAME, PURPOSES, AND OBJECTIVES

Section 1. - Name

- A) The name of this organization incorporated under the laws of the State of Michigan shall be Commemorative Bucks of Michigan, Inc.
- B) The official name “Commemorative Bucks of Michigan,” “CBM,” or the CBM logo is a registered trademark solely intended for organization use. No person shall use “Commemorative Bucks of Michigan,” “CBM,” the Logo, or any part thereof at any other address than the official organization address without prior authorization from the Board of Directors.
- C) The mission of Commemorative Bucks of Michigan is to “promote conservation and wildlife education through the measurement of all of Michigan’s trophy antlers, skulls, beards and spurs and dissemination of this information to Michigan communities.”

Section 2. - Corporation Purpose and Objectives

- A) CBM is and shall hereafter remain a Michigan 501(c) (3) non-profit organization that:
 - i. Collect and maintain records of selected data on trophy class big game animals that include but are not limited to White-tailed Deer (*Odocoileus virginianus borealis*), Black Bear (*Ursus americanus*), Elk (*Cervus canadensis nelsoni*), and Turkeys (*Meleagris gallopavo*) taken by legal hunting means in the State of Michigan.
 - ii. Accumulate, evaluate and statistically analyze the above data to provide Michigan hunters, outdoorsman and interested organizations with information on where trophy class big game have been known to exist, what types of habitat they frequent and the most successful hunting techniques.
 - iii. Pursuant to MCL 324.40120, CBM is the official record keeper of Michigan big game trophy records for deer, bear, elk and turkey.
 - iv. Provide funds to educational institutions for the purpose of big game research.
 - v. Organize and conduct competition among licensed hunters of the above game animals in Michigan and provide non-monetary, low value awards to the hunters harvesting those trophies.
 - vi. Publish Michigan Big Game Records book, showing all big game trophies on record.
 - vii. Promote publication of articles, photos, and selected data in other states or national media describing Michigan big game trophies and their successful hunters. The primary purpose being to inform outdoorsmen, photographers and hunters about Michigan’s trophy class big game.

- viii. Assist and cooperate with State and Federal conservation departments and other sportsman organizations.
 - ix. Acquire, own, dispose of, transfer, manage, encumber, mortgage, lease or operate real and personal property, or any interest therein, in order to provide facilities and financial benefits to this Corporation.
 - x. Will do any and all things necessary and proper for the accomplishment of the above purposes.
 - xi. To apply any revenue generated by these activities or any gifts, grants, bequests and devise and the proceeds thereof, in furtherance of the purposes of the Corporation.
- B) Income in excess of operating requirements will be donated to other 501(c)(3) non-profit organization with similar objectives as CBM.

ARTICLE II MEMBERSHIP

Section 1. - Classification of Members

A) Member

Any qualified person desiring to become a regular member of CBM may file an application showing: Name, address, telephone, and other information requested by the Board of Directors ("Board"). Member Application records shall be kept confidential and on the file for at least 5 years. No CBM Membership Address listing shall be supplied to any outside party, except as directed by the Board.

B) Memberships

- i. Membership except "Life Membership" shall be for a one, two or five year period of time, paid on time, paid in advance, and is renewable.
- ii. Memberships are not transferrable.
- iii. "Regular" members only will be required to pay dues.
- iv. Membership shall be one of the following categories:
 - a. "Official" – Directors, Official Measurers and Appointment Chairmen of CBM.
 - b. "Honorary" – Memberships so designated by the Board and officers of CBM.
 - c. "Life" – Memberships paid in full for the life of the members
 - d. "Regular" – All other memberships.
 - e. "Senior Measurer" – See ARTICLE VII CBM MEASURERS
- v. The annual amount of the membership dues shall be set by the Board.

Section 2. - Qualifications, Acceptance, Disapproval, and Termination of Membership

A) Qualifications of Membership

CBM Members shall be persons and/or groups of persons, who accept the Purposes and Objectives of CBM, and agree to promote the same and have complied with the requisites of membership as provided for in these Bylaws and as further determined by the Board.

- i. Membership is available to sportsmen regardless of sex, age, race, religion or national origin.
- ii. Membership is a privilege of all sportsmen who support and abide by federal wildlife and Michigan Game laws.

B) Disapproval and Appeal of Application for Membership

If an application for Membership is disapproved because the applicant fails to meet the qualifications of Membership:

- i. A new application may be submitted to the Board at any time if the reason for denial changes; or
- ii. An appeal of such disapproval may be made as a matter of first action taken by the Members at the next Annual Membership meeting of CBM.

C) Termination of Membership

The Board may, by a two-thirds (2/3) vote, upon recommendation by the Board, terminate the membership of any member for cause after notice and hearing pursuant to guidelines established by the Board. For cause shall include, but is not limited to the conviction of any member of a violation of any game, fish, or environmental laws.

Section 3. - Representation

All members may attend and have the privilege of the floor at any meeting of CBM.

ARTICLE III
BOARD OF DIRECTORS

Section 1. - The Board

- A) The Board shall consist of eleven (11) members, four of which are the officers of CBM. They shall be elected into office at the annual membership meeting. Interim vacancies will be appointed by the remaining members of the Board by 2/3 affirmative vote.
- B) All members of the Board must be of the age of majority at the time they are elected to the Board.

Section 2. - Authority

The Board shall have full power and authority to manage and control the affairs and business of CBM except as hereinafter provided.

Section 3. - Quorum

A minimum of six members of the Board shall constitute a quorum for the transaction of business, and a majority vote of such quorum shall be sufficient to pass any measure before the Board, except changes to these Bylaws.

Section 4. - Meetings

The Board shall meet at least four times per year, on or about the months of February, April, June, August and December, at a place designated by the Board.

Section 5. - Special Meetings

Special meetings of the Board may be called by any three (3) members thereof, acting in unison, or by the President, upon seven (7) days notice thereof to the Board. Said notice shall be given the time, place and purpose of said special meeting. No other subjects than said purpose shall be discussed at said meeting.

Section 6. - Attendance

- A) Any member of the Board who missed two (2) consecutive regular meetings without an excuse approved by the remaining Board members may be suspended from the Board. If so, the Board shall declare a vacancy on the Board to be in existence.
- B) Any member of the Board may request a temporary leave of absence due to unforeseen circumstances. This leave of absence must be approved by the remaining members and shall not exceed six (6) months, unless extended by the Board, total time not to exceed (12) months. If the excused Board member is able to attend a meeting during the approved absence, they will be granted voting rights and counts toward quorum.

Section 7. - Vacancies

In the event an interim vacancy shall occur on the Board, it shall be the duty of the Board to fill such vacancy in a timely manner.

Section 8. - Alternate Directors

Five alternate directors shall be appointed by the Board for a one year term. Alternate directors, when in attendance at regular meetings of the Board, may be selected to replace regular Board members who are absent. Alternates who are selected as replacements shall have the same voting rights as Board members for all matters that may come before the Board. Alternates will be selected by the President as needed for each meeting until a total of eleven regular and alternate board members are available to conduct the meeting.

Section 9. - Past Presidents

Past presidents, when in attendance at meetings of the Board, will be afforded the same status as any current board member.

Nothing in this article prevents past presidents from being elected and serving as a regular board member or alternate board member or serving as an officer.

ARTICLE IV OFFICERS

Section 1. - Officers

The officers shall consist of a president, vice president, treasurer and secretary. Officers shall be elected to the office by the new Board of Directors immediately following the General Election of the Board.

Section 2. - Duties of Officers

- A) President – The president shall be chief executive officer of CBM and shall oversee the management of its business affairs, subject, however to the right of the Board to delegate specific powers to any other officer. He or she shall preside at all meetings of the Board and the annual organization meeting. The president shall be an ex-officio member of all committees and shall advise and counsel each committee. He/she shall sign all contracts authorized by the Board.
- B) Vice President – The Vice President shall perform the duties of the President during the time of vacancy in the office of the President, or during the time of absence of the President or the President's inability to discharge the duties of the office.
- C) Treasurer – The Treasurer shall have custody and keep account of all funds and property of CBM unless otherwise determined by the Board. He/She shall render an annual accounting thereof to ~~to~~ the annual meetings of CBM and shall render such accounts and present such statements to the Board as may be required. He/she shall deposit all funds of CBM, which come into their hands in such bank or banks as the Board may designate. He/She shall keep the accounts in the name of CBM and shall exhibit the books and accounts at all reasonable times to the Board upon application at the office of the Treasurer. He/She shall pay out money, as the business may require, taking proper vouchers therefore, provided, however, that the Board shall have power by resolution to delegate any of his/her duties as Treasurer to other officers or designees.
- D) Secretary – The Secretary shall keep the minutes of all meetings of CBM in permanent record books provided for that purpose. He/She shall attend to giving and receiving of all notices of the CBM. The Secretary shall sign with the President or Vice President, in the name of the CBM, all contracts authorized by the Board when two signatures are required on any contract. He/She shall prepare and act upon all legal documents such as Copyrights, insurance and other written documents as required by CBM. He/She shall correspond with other members and organizations as necessary during the normal course of business. He/She or a representative shall maintain records and files of all correspondence and other data necessary for the day-to-day operation of CBM.

ARTICLE V **ELECTIONS**

Section 1. - Terms of Office

The term of office for Directors and Officers shall be as follows:

- A) The President, Vice President, Treasurer and Secretary who are also Directors shall have a one year term in office.
- B) The term of office for incoming Directors and Officers shall begin at the close of the Annual meeting.
- C) Six (6) Directors herein designated as "A" Directors and five (5) Directors, herein designated as "B" Directors, shall have four (4) year term of office with the term ending on even numbered years alternating every two (2) years. (i.e. "A" 2002 and "B" 2004.)

Section 2. - Election Committee

An Election Committee will oversee all nominations and the election. The Election Committee will be appointed by the President at the February or March Board meeting. The Committee will be composed of two (2) board members (non-officers) whose term will not expire with this election, and one (1) non Board member in good standing.

Section 3. - Candidates

Candidates for the position of Member of the Board will be nominated every two (2) years. If the number of candidates is equal to or less than the number of open positions for the coming election, the existing Board may cancel the election and appoint the candidates outright.

Section 4. - Nominations

Nominations will be assembled by the Election Committee and will be posted on the Buckfax.com with a request for additional nominations from the general membership.

Section 5. - Qualifications

A qualified nominee will:

- A) Be a member in good standing for at least two years.
- B) Have shown and active interest in CBM by participating in past CBM functions.
- C) Be of the age of majority at the time of nomination.

Section 6. - Ballot

The election ballot will be prepared as determined by the Election Committee.

Section 7. - Membership Voting

Only members in good standing may vote. Each member shall have one (1) vote on each question presented to the CBM and no proxies shall be recorded.

ARTICLE VI
APPOINTED CHAIRPERSONS

Section 1. - Appointments

Appointed chairpersons shall be members in good standing and will be appointed by the majority vote of the Board.

Section 2. - Scoring Committee

The Scoring Committee will consist of the Scoring Chairperson and the Regional Directors. The Scoring Committee shall be the final arbitrator in all matters relating to trophy records such as:

- A) Determining the approved scoring methods and procedures are used for all scoring records, including any special paraphernalia requirements.
- B) Auditing all official score and entry sheets submitted by the official measurers.
- C) Determining the proper classification of all trophy submissions.

Section 3. - Regional Directors

Official CBM Measurers residing in the state shall be nominated as Regional Directors by the Scoring Chairperson. These Regional Director will perform duties as directed by the Scoring Chairperson and the Board. Regional Directors shall be appointed by the Board for a one year period.

ARTICLE VII CBM MEASURERS

Official Measurers of CBM will be nominated by the Scoring Chairperson and appointed by the Board on an annual basis.

- A) Qualifications for official measurers of CBM are as follows:
- i. The ability to accurately score Big Game Animals including White-tailed Deer, Elk, Black Bear and Turkeys according to currently accepted Boone and Crockett Club measuring systems, and other requirements as set forth by the Board.
 - ii. A willingness to score/measure these trophy animals as listed above without remuneration from either the hunter or CBM.
 - iii. Official measurers of CBM will have their name, and phone number published in various newspapers, magazines, and other media from time to time throughout the year. As a result, he/she must be reasonably available year round to score the above listed animals. It is required that a hunter who desires to have their trophy scored request an appointment with the measurer at a mutually agreed upon time and place.
 - iv. A desire and willingness to seek out those trophy animals that may exist in their area which qualify for entry in CBM records.
 - v. Official measurers must be a sportsperson, approved by the Board, who are known to follow and abide by Michigan's game laws and believe in the approved "Hunting Ethics" principle.
 - vi. A willingness to work on various CBM projects throughout the year, such as the annual exhibition/banquet, big buck shows, hunting clinics and exhibition of others.
 - vii. Must perform a minimum amount of measuring and work on CBM projects each scoring year (April 1 to March 31), including at least one of the following:
 - Entered at least one animal in the past year; or
 - Attended at least one Board of Directors Meeting in the past year; or
 - Attended at least one event as described in the previous Calendar of Activities.
 - viii. Boone & Crockett and/or Pope & Young measurers residing in states other than Michigan may submit score sheets for Michigan animals into the CBM records.
- B) Qualifications for a CBM Senior Measurer must meet either i or ii as defined below:
- i. Been a successful CBM Measurer for a period of at least 10 years and have attained 50 years of age.
 - ii. Extenuating circumstances that preclude the CBM Measurer from completing their duties. This may include: military service or long-term illness.
 - iii. Senior status is further defined as a measurer, past or present who will now be required to pay for and maintain their CBM membership (unless they are a life member), will not have their name published anywhere as an official CBM measurer; however, may still measure, document, and send in score sheets for trophies that make the record book.

ARTICLE VIII
SCORING

Section 1. - System Used

The Boone and Crocket Club’s scoring method will be used for all White-tailed Deer, Bear and Elk record listings. Turkey scoring will be according to the CBM system.

Section 2. - Air Dried

Antlers must be air dried at normal atmospheric conditions for a minimum of 60 days after the kill before an official measurement can be taken. Skulls must first have the flesh removed and then meet the 60-day drying requirement. Turkeys do not require a drying period.

Section 3. - Classification

The hunter/owner has the right to choose the non-typical or typical category for all Whitetail Deer antlers with non-typical points.

Section 4. - Special Category

Trophies found dead due to natural causes or highway collision and those killed by a hunter but not found on a timely basis, as determined by the Board, are classified as “Special Category.” In all cases, if the hunter’s name is unknown, the trophy is then determined to be a “Special Category.”

Section 5. - Minimums

Minimum scores for entry into the CBM Record Book are:

	Typical	Non-Typical	Black Bear	Turkey
White-tailed Deer				
Rifle/Shotgun	125	150		
Handgun	125	150		
Muzzleloader	125	150		
Archery	100	125		
Crossbow	100	125		
*Special Category	140	165		
Elk				
All Weapons	240	265		
*Special Category	240	265		
Bear/Turkey				
Firearm			18	12
Handgun			18	N/A
Muzzleloader			18	N/A
Archery			18	8
Crossbow			18	8
*Special Category			18	N/A

*Special Category entries are not eligible for awards or any ranking designation but will be entered into in the records for informational purposes only.

Section 6. - Personal

Official CBM measurers MAY NOT score their own trophy for entry into the CBM Record Book.

Section 7. - De-listing

Minimum scores may be raised at the discretion of the CBM Board of Directors. Existing records that fall below the newly established minimums may eventually be de-listed.

Section 8. - Errors

“Final Scores” are subject to change due to mathematical errors or panel scoring requirements.

Section 9. - Broken Skulls and Drop-Offs

Deer or elk with broken or split skulls may be entered into the CBM Record Book but are not eligible for any awards. “Drop-offs” (sheds) are not eligible for entry into the records. CBM measurers will indicate these conditions on the score sheet.

Section 10. - Minimum Data

No Deer, bear, elk or turkey may be accepted into the record book if more than 2 of the 3 following criteria are unknown. Hunter name, year killed, and county killed.

ARTICLE IX **RECORDS ENTRY**

Section 1. - Eligibility

Anyone (Members or Non-Members) may submit a trophy Michigan White-tailed Deer, Black Bear, Elk or Turkey to an official CBM measurer or other approved measurer to be measured for potential entry into CBM's Michigan Record Book.

Section 2. - Fees

There is no fee or charge to have an animal measured by CBM. Only members of CBM in good standing will have their trophy entries entered into the records. The immediate family members (i.e. spouse, children of the household under 21 years of age) who reside in the same household and have the same mailing address as the Active Member, have the same trophy entry rights as the Active Member.

Section 3. - Appointments

It shall be the responsibility of the trophy hunter to arrange an appointment with an official CBM measurer or other designate to have his/her trophy measured. The time and location for the scoring is to be at a mutually agreed upon time and place.

Section 4. - Unlawful Acts

Animals acquired by means unlawful in the State of Michigan at the time of the acquisition are unacceptable for entry into the Michigan Record Book. Willful falsification of information or data submitted on any entry form or score sheet is subject to review and action of the Board.

Section 5. - Game Law Violations

The hunter of any trophy listed in the Michigan Record Book maintained by CBM who is found to have violated the game laws of Michigan or any other state may have his/her name removed from the record listings as follows:

- A) Anyone convicted of one or more of the following game law violations within the past five years will be subject to having his/her name removed from the record listings.
 - i) Illegal possession, hunting of any fully protected species (Eagle, wolf, etc.)
 - ii) Illegal possession of killing of a White-tailed Deer, Bear, Elk or Turkey.
 - iii) Hunting without a valid license or permit.
 - iv) Offering to buy or sell game.
 - v) Use of illegal weapon, method or unlawful device to obtain a game.
 - vi) Hunting during closed season.
 - vii) Obtaining license while ineligible or revoked.

- B) Anyone convicted of one or more of the following game law violations within the past three years will be subject to having his/her name removed from the record listings:
- i) Illegal possession or killing of waterfowl or small game.
 - ii) Illegal use of an artificial light to locate game.
 - iii) Illegal transportation or possession of weapons.
 - iv) Carrying a weapon in the field without a valid license.
 - v) Failure to immediately tag or properly tag a White-tailed Deer, Bear or Elk with a valid kill tag.
 - vi) Hunting in closed hunting areas or trespassing.
 - vii) Using the license of another hunter.
 - viii) Loaning a license to another hunter.
 - ix) Purchasing more than legal limit of licenses.
 - x) Confirmation of multi-offender violations as defined by the DNR.
- C) Upon application, legally acquired entries that have had the hunter name removed from the records are eligible for re-entry subject to the discretion of the Board, provided he/she has had no additional game law violations for 5 or 3 years as described above.
- D) Any person who has a trophy listed in the CBM record book and who is accused of a game law violation may be investigated by the Board, provided that:
- i) The accuser submits the accusation in written form.
 - ii) The written accusation is delivered to an Officer or Board Member of CBM.
 - iii) The written accusation includes:
 - a) The name of the person to be investigated
 - b) Specific information about the accused's trophy(s), if available
 - c) The reason for the accusation, including affidavits and/or copies of convictions to substantiate the basis for an investigation
 - d) The name, address and telephone number of the person requesting the investigation.

Section 6. - Current Entries

All entries taken during the current recording period by hunting must include the hunter's driver's license or state ID with the official entry form.

Section 7 - Hunter/Owner Signature

To be eligible for any awards, the hunter must have complied with and signed the "Hunting Ethics," "Roadkills, Pickup-ups and Deer/Bear/Elk Taken By An Unknown Hunter," and "Information Release" statements as described on the official CBM entry form.

Section 8. - Minimum Signatures

All entry forms must be signed by the hunter/owner to be acceptable.

Section 9. - Recording Period

The official recording period for all trophies shall be from April 1st to midnight March 31st of the following year.

ARTICLE X **RECORDS COMMITTEE**

A Records Committee will investigate and/or review all proposed changes to the Bylaws regarding Records Entry and Scoring. The Board of Directors shall vote on all changes to the Bylaws concerning Records Entry and Scoring only after hearing the recommendations of this committee. The committee members shall be the Scoring Chairperson, the Regional Directors and two other CBM members as appointed by the Board of Directors one of whom will be designated by the board as the Chairperson of the records Committee.

ARTICLE XI **BIG GAME AWARDS**

Section 1. - Type

All CBM awards will be one or a combination of either patches, certificates, plaques or other suitable awards.

Section 2. - Eligibility

All CBM members who have harvested a trophy Michigan big game animal will be awarded an official Commemorative Bucks of Michigan Trophy Commendation patch. This patch will be available only to acknowledged members.

Section 3. - Owners Only

Only legally harvested Michigan big game animals taken according to the Hunter Ethics statement on the entry form and signed by the owner are eligible for annual competition awards. Certain other trophy Michigan big game animals may be entered into the records, but are not eligible for any awards or ranking.

Section 4. – Patches

One Commendation patch will be awarded per member per entry of a White-tailed Deer, Bear, Elk or Turkey in the records.

Section 5. - Special Conditions

The Board may award additional accomplishment awards, as they deem necessary.

Section 6. - Commendation Certificates

The hunters of all entries meeting official minimums; will be awarded a CBM Commendation Certificate. CBM membership is a requirement.

Section 7. - All Time

Special Awards will be presented annually to the hunters meeting specific requirements for all time records or the annual commemorative recognition.

ARTICLE XII
ALL TIME RECORDS

Section 1. - Timing

All time records will be updated once each year in each classification.

Section 2. - Classifications

All time classifications are as follows:

Trophy	Classification	Typical	Non-Typical*
White-tailed Deer	“Commemorative 100”	X	X
White-tailed Deer	Rifle/Shotgun	X	X
White-tailed Deer	Handgun	X	X
White-tailed Deer	Muzzleloader	X	X
White-tailed Deer	Archery	X	X
White-tailed Deer	Crossbow	X	X
White-tailed Deer	Special Category	X	X
Black Bear	Firearms	X	N/A
Black Bear	Handgun	X	N/A
Black Bear	Muzzleloader	X	N/A
Black Bear	Archery	X	N/A
Black Bear	Crossbow	X	N/A
Black Bear	Special Category	X	N/A
Elk	All Weapons	X	X
Elk	Special Category	X	X
Turkey	Shotgun	X	X
Turkey	Archery	X	X
Turkey	Crossbow	X	X

*Non-typical in the case of Turkey means “Multi-Bearded.”

Section 3. - Awards

The top three (3) entries in each classification (except special category) will be given an award. No Deer, Bear, Elk or Turkey may receive more than one “All Time” award.

Section 4. - Panel Measuring

- A) Before and entrant can be considered for a first or second place award in any classification, the antlers/skull or beard/spurs must be panel measured (See Panel Measuring Policy in the Appendices).
- B) Contenders for first or second place not panel measured will be unranked in a published listing called “Records on Hold” (See Panel Measuring Policy in the Appendices).

Section 5. - Categories

There will be no separate categories for men, women, seniors or youth in the All Time Classifications.

Section 6. - Eligibility

Eligibility for All Time records will include all White-tailed Deer, Bear, Elk and Turkeys legally taken in Michigan.

ARTICLE XIII
ANNUAL BIG GAME AWARDS PROGRAM

Section 1. - Current Season & Recording Deadline

The annual awards program is open only to Deer, Bear, Elk, and Turkeys taken by legal hunting means in the just ended season and recorded by the March 31st recording period deadline. Animals taken two or more hunting seasons previous are not eligible.

Section 2. - Classifications

The following 90 classifications are eligible for Big Game Awards each year:

Category	Men	Women	Youth	Seniors
Typical White-tailed Deer – Rifle/Shotgun	X	X	X	X
Non-Typical White-tailed Deer – Rifle/Shotgun	X	X	X	X
Typical White-tailed Deer – Handgun	X	X	N/A	X
Non-Typical White-tailed Deer – Handgun	X	X	N/A	X
Typical White-tailed Deer – Muzzleloader	X	X	X	X
Non-Typical White-tailed Deer – Muzzleloader	X	X	X	X
Typical White-tailed Deer – Archery	X	X	X	X
Non-Typical White-tailed Deer – Archery	X	X	X	X
Typical White-tailed Deer – Crossbow	X	X	X	X
Non-Typical White-tailed Deer – Crossbow	X	X	X	X
Black Bear – Firearms	X	X	X	X
Black Bear – Handgun	X	X	X	X
Black Bear – Muzzleloader	X	X	X	X
Black Bear – Archery	X	X	X	X
Black Bear – Crossbow	X	X	X	X
Typical Elk – All Weapons	X	X	X	X
Non-Typical Elk – All Weapons	X	X	X	X
Typical Turkey – Shotgun	X	X	X	X
Typical Turkey – Archery	X	X	X	X
Typical Turkey – Crossbow	X	X	X	X
Multi-Bearded Turkey – Shotgun	X	X	X	X
Multi-Bearded Turkey – Archery	X	X	X	X
Multi-Bearded Turkey – Crossbow	X	X	X	X

*Youth is a hunter who was under the age of 18 at the time the trophy was taken.

* Senior is a hunter who was at least age 65 at the time the trophy was taken.

*CBM does not designate All-Time State Record categories for Men, Women, Youth, or Seniors.
Refer to Article XII.

Section 3. - Original Scores

As a rule, all Annual Big Game Awards will be based on Original entry score. Only trophies with questionable scores or potential All Time entries will be panel measured, which then will supersede the original score.

Section 4. - Big Game Awards

Awards will only be presented at the annual exhibition / banquet commemorative awards event usually held in conjunction with the annual meeting on or about August 1st.

Section 5. - Top Three Awards Finalists

Awards will be presented to the top three finalists in each classification provided that they are in attendance. CBM does not mail or ship plaque-type awards to recipients who do not attend the awards event. Certificates will be mailed to recipients who are unable to attend the event

Section 6. - Number of Awards

A single entry may be eligible and receive up to five Annual Big Game Awards.

Section 7. - Age

“Youth” is defined as: Male or female hunter who has not attained the age of 18 at the time the animal was taken.

“Senior” is defined as: Male or female hunter who has attained the age of 65 at the time the animal was taken.

ARTICLE XIV
RECORDS PUBLICATION

Section 1. - Reason for Publication

Publication of all Commemorative Bucks of Michigan records will be for the benefit of all CBM members in furtherance of Article I of the bylaws.

Section 2. - Frequency

CBM will publish rankings of all trophies taken and entered during the previous season each year in conjunction with the annual exhibition / banquet commemorative awards event and annual meeting on or about August 1st. Selected data will be provided to the media, researchers, wildlife professionals and other similarly interested persons. At the discretion of the board, publication may include distribution through print media, electronic media, broadcast media, Internet and CBM's website solely or any combination thereof.

Section 3. - Buck Fax

In furtherance of Article I of the bylaws, the board may from time to time authorize the publication of CBM's magazine Buck Fax. Compilation, publication and distribution of the magazine are at the sole discretion of the board. Buck Fax is a copyright protected and a registered trademark.

Section 4. - Michigan Big Game Records (Record Book)

In furtherance of Article 1 of the bylaws, the board may authorize the publication of CBM's record book, Michigan Big Game Records. Compilation, publication and distribution of the book are at the sole discretion of the board. Michigan Big Game Records is copyright protected and a registered trademark.

Section 5. - Buckfax.com

In furtherance of Article I of the bylaws, the board may authorize the use and establishment of Internet based web sites including Buckfax.com and other similar Internet based media.

Section 6. - Publication Methods

In furtherance of Article I of the bylaws, the board may enter into a contractual arrangement with another person or entity to produce, manage, publish, and distribute Buck Fax, Michigan Big Game Records, and or Buckfax.com. This may involve print media, electronic media, broadcast media, Internet, and CBM's Website.

ARTICLE XV
MEETINGS OF COMMEMORATIVE BUCKS OF MICHIGAN

Section 1. - Annual Meetings

The annual general membership meeting of Commemorative Bucks of Michigan shall take place each calendar year on or about August 1st. Buckfax.com will post the notice of the annual general membership meeting and it shall be held at a location determined by the board.

Section 2. - Special Meetings

Special general membership meetings may be called at any time at the discretion of the board or upon written request of 10% of the voting general membership of CBM. Notice of special general membership meetings shall be posted on Buckfax.com at least seven business days prior to the meeting and must list the time, place, and purpose of the meeting. No other subjects than the said purpose shall be discussed at said special general membership meeting.

ARTICLE XVI
INSURANCE

Section 1. - Insurance Provided

General liability insurance and Directors and Officers liability insurance will be carried by CBM for its board members, measurers, volunteers and appointed chairman.

ARTICLE XVII
SALARIES

Section 1. - Limitations

Board members, measurers, volunteers and appointed chairman shall not receive or accept a salary, remuneration for their services or convert CBM property without first receiving prior approval by a 2/3 majority vote of the board.

Section 2. - Definition

Salary is defined as any type of monetary payment for services performed while representing CBM or in connection with affiliation with CBM.

Remuneration includes any type of gift, tip, discount, favor, service, credit, privilege, or similar personal benefit for services performed while representing CBM or in conjunction with affiliation with CBM. Monetary donations to CBM may be accepted and forwarded to the treasurer in a timely manner.

Converting CBM property includes any unauthorized act by a board member, measurer, volunteer or appointed chairman to obtain or utilize CBM assets for their personal gain or benefit.

Section 3. - Reimbursement

Board members, measurers, volunteers and appointed chairman may accept reasonable reimbursement not to exceed actual out of pocket expenses for services they provide.

Section 4. - Sanctions

Violation of this article is just cause for serious disciplinary action including termination from CBM and revocation of membership.

ARTICLE XVIII
FINANCIAL MANAGEMENT

Section 1. - Budget

A proposed line item budget covering anticipated revenue and expenditures for the fiscal year of January 1st through December 31st. shall be developed by the Treasurer and approved by the board prior to the start of the fiscal year. Adjustments in line items as necessitated by unexpected expenses or revenue curtailment shall not be done without the prior approval of the board.

Section 2. - Financial Reports

The Treasurer shall provide each board member and alternate board members with financial reports detailing the monthly revenue, expenses, account balances and general financial status of CBM on a monthly basis.

Section 3. - Special Audits

All financial accounts may be audited by any two duly elected board members at their discretion provided that they advise all other board members in writing of their intent to audit CBM's financial accounts ten business days prior to beginning the audit. They shall have 30 days to complete their audit and they must report their findings in writing to each board member within ten business days of completion of their audit.

Section 4. - Bi-annual Audits

All financial accounts of CBM shall be audited during the first quarter of every even numbered year beginning in 2012. The board shall appoint an audit committee consisting of three non-board members who have the background and ability to provide the board with a comprehensive report detailing CBM's financial situation.

ARTICLE XIX
DISSOLUTION

Section 1. - General Dissolution

CBM shall use its funds only to accomplish the objectives and purposes of these bylaws, and no part of said funds shall inure, or be distributed to the members of CBM. On dissolution of CBM, any funds remaining shall be distributed to the Michigan Department of Natural Resources for big game management. Any physical assets remaining will be sold at fair market value and those funds similarly distributed.

Section 2. - Special Dissolution

Nothing in Article XIX shall preclude the board from dissolving the corporation for the purposes of joining another entity or creating a new entity in furtherance of Article 1 of the bylaws. In such case, funds and property of CBM are not required to be distributed as indicated in Section 1 of Article XIX provided that said funds and property are transferred to the joined entity or the new entity in furtherance of Article 1 of the bylaws.

ARTICLE XX
AMENDMENTS AND GENERAL PROVISIONS

Section 1. - Amendments - Bylaws

These bylaws may be amended by a 2/3, majority vote of the delegation present at an Annual or Special General Membership meeting as specified in Article XV of the bylaws. Amendments to the bylaws may be requested by the general membership by written request to the board. Notice to amend the bylaws will be posted on the official website Buckfax.com at least 10 business days prior to the meeting.

Section 2. - Interpretation of the Bylaws

If any question shall arise relative to the interpretation of these bylaws, the board shall decide. Any member aggrieved by the decision of the board may appeal the interpretation to the general membership and the general membership shall decide.

Section 3. - Parliamentary Guide

Robert's Rules of Order shall govern CBM in all cases to which they are applicable, and in which they are not inconsistent with these bylaws.

Section 4. - Effective Date of Bylaws Change

Effective dates of all future bylaws changes shall be noted by end notes or addendum to these bylaws.

RESTATED BYLAWS

These Restated Bylaws of Commemorative Bucks of Michigan, Inc. replace and supersede all other Constitutions and Bylaws previously in effect and were amended and approved on August 5, 2017 by the following:

Michael Everett – President
Bill Emery – Vice President
Sue Rankin – Secretary
Brian Ross – Treasurer
Mike Heeg – Board Member
Pat Rankin – Board Member
Mike Sutkowi – Board Member
Richard Wilt – Past President
Terry Kemp – Board Alternate

Note: Board members not present – Roy Banaszak, Buck Hagy, Jon Mead, Duane Temple

The original Constitution and Bylaws were drafted September 9, 1984.

APPENDICES

APPENDIX A – AWARDS

AWARDS POLICY:

It is the policy of CBM that all awards of any kind presented to any person, business, agency or organization shall be voted on and approved by the majority of the board of directors at an official meeting of the board. Various individuals and or committees may be asked to develop and nominate candidates for awards. However, the board reserves the exclusive authority to approve each award and this authority shall not be delegated to any individual or committee.

Whenever practical all awards presented by CBM shall be presented at the annual awards exhibition / banquet held in conjunction with the annual meeting. All exceptions to this practice shall be approved by the CBM Board of Directors.

* Official awards include but are not limited to the following awards:

HONORARY LIFE MEMBERSHIP:

An Honorary Life Membership is the highest recognition award of CBM. It is only awarded to a member who has a long and consistent history of actively supporting CBM's mission, purpose, objectives, and regular participation in CBM's activities and events as a paid member or paid life member of CBM.

Awarding of Honorary Life Memberships are periodic awards rather than necessarily an annually presented award. Financial donations, general donations, notoriety or celebrity status shall not be considered as significant factors in awarding Honorary Life Memberships.

Candidates and final nominees for Honorary Life Memberships shall be developed by a special committee of three current Honorary Life Members and then presented to the Board of Directors for board approval.

HONORARY LIFE MEMBER COMMITTEE:

1. The Honorary Life Member Committee is a Standing Committee.
2. The Committee is composed of three members who are the most recent recipients of the Honorary Life Member Award.
3. Vacancies on the Committee shall be appointed by the current sitting President.
4. Committee appointments must be approved by the CBM Board.

Procedures for nominating and selecting candidates for CBM Honorary Life Membership:

1. A 60-day period would be open for nominations each year from January 1 through March 1.
2. The nomination process is open to anyone who recognizes some outstanding contributing attributes, contributing efforts or faithful service (or all of the above) being performed by any member, worker or measurer. Board members and Officers may also submit nominations.
3. A person making the nomination would be required to submit a nominating letter or a list of qualifications for the nominee that would assist the Committee in considering him/her for the recognition.
4. The nomination letter or qualifications must be sent to the CBM Board during the open nomination period outlined in section 1 above prior to the April Board meeting.

5. A thorough and concerted effort is to be made by the Committee that will enable them to select the most qualified and deserving candidate(s).
6. The Committee will make their selection(s) prior to the June CBM Board Meeting
7. The Honorary Life Member Committee will provide a recommendation to the CBM Board at the June Board meeting for Honorary Life Memberships.
8. A write up for each selected nominee will be published in the Buck Fax Records Edition.
9. Every effort should be made to carefully screen the nominees and keep the selection numbers to a minimum.
10. A nominee must have a minimum of 10 years as a CBM member.
11. Except for paid life member nominations, only one nomination may be made by a member per year.
12. Some worthy contributions that should be considered in making a selection are as follows:
 - a. Length of time a service was provided to CBM.
 - b. Contributions made to CBM.
 - c. Years served at shows and other CBM functions.
 - d. Time served in CBM leadership position.
 - e. Amount of trophies measured.
 - f. Dedication of the nominee towards CBM.
 - g. Various leadership positions held in CBM.
 - h. Show Chairmanships and Regional Director positions held.
 - i. A combination of the above contributions is desired opposed to excelling in just one area of service.
 - j. Volunteer activities for CBM should carry more weight toward selection, than for paid efforts.

Revocation of Honorary Life Member (HLM) Status:

Upon recommendation of the Honorary Life Membership Committee and approval of the CBM Board of Directors, an individual's HLM status can be removed for such reasons as committing an unlawful act or game law violation, unethical deeds, or behavior that would prove embarrassing to CBM, etc.

MEASURER of the YEAR:

Measurer of the Year is an annual award recognizing a measurer who has demonstrated exceptional dedication, expertise, a significant number of trophy entries, membership recruitment/renewals, participation in CBM activities and events, accuracy and support of CBM's mission, purpose and objectives during the prior year's recording period.

Candidates and the final nominee for the Measurer of the Year award shall be developed by the Scoring Committee/Regional Scoring Directors under the leadership of the Scoring Chairman and then presented to the board of directors for board approval.

THE JACK VAN RIPER AWARD:

The Jack Van Riper Award recognizes a long history of Distinguished Service to CBM.

Named in honor of the late Jack Van Riper, recipients of the award are members who have demonstrated their long-term dedication, commitment, and passion for CBM through their exceptional service, leadership, and involvement in all aspects of the organization other than measuring. This unique award is periodically given to those special individuals who have truly distinguished themselves through their service to CBM.

THE MICHIGAN BIG GAME GRAND SLAM AWARD:

This award recognizes those hunters who have entered at least one trophy of each of Michigan's Big Game species. In addition to receiving this award they are officially listed in the record book as having achieved the Michigan Grand Slam. The names of the hunters are listed in a chronological order based on the harvest date of their fourth species entry.

SPECIAL VOLUNTEER SERVICE AWARD:

This periodic award recognized members who have provided on-going dedicated volunteer service to CBM through their involvement and leadership at various CBM events other than measuring.

APPENDIX B - PANEL SCORING

PANEL SCORING POLICY

Panel Scoring is used when:

- A trophy could be highly placed within a trophy classification (within top 2).
- The Scoring Chairperson and appropriate Regional Director determine an inconsistency or potential error exists, and requests verification or correction of measurements.
- A legitimate complaint by a hunter or measurer triggers inspection of a trophy.
- There is an unusual aspect about the trophy that warrants a consensus ruling.

When a panel score needs to be completed, the following will occur:

1. The Scoring Chairperson and appropriate Regional Director is to be contacted immediately.
2. Scoring Chairperson and appropriate Regional Director will discuss the matter and then determine whether to convene a panel.
3. Scoring Chairperson and appropriate Regional Director will appoint the panel.
4. The panel will consist of three CBM measurers. The original measurer will not be a part of the scoring process, but may be available for consultation purposes only. The Scoring Chairperson will or may oversee the panel scoring process, but will not be a member of the panel.
5. All panel measurements are to be done by consensus. Previous scores may be used for consultation purposes. All panel scores will be final.
6. Any trophy that is panel scored **MUST** be approved by a CBM Board of Directors vote to become final and valid for entry in the CBM Big Game Records.

APPENDIX C – INACTIVE MEASURER POLICY

INACTIVE MEASURER POLICY

A measurer will become inactive when the individual has not met at least ONE of the following criteria:

- Entered at least one animal in the past year; or
- Attended at least one Board of Directors Meeting in the past year; or
- Attended at least one event as described in the previous year's Calendar of Activities.

When a CBM measurer is determined to be inactive by the Scoring Chairperson and CBM Board of Directors at the March meeting, the following will occur:

1. The Scoring Chairperson and appropriate Regional Director will contact the CBM Measurer via letter and indicate that the individual is no-longer eligible to be a CBM measurer and determine if the inactive measurer would like to appeal for reinstatement of CBM measurer status (See below for requirements for reinstatement).
2. Scoring Chairperson and appropriate Regional Director will work with the Buck Fax Magazine Publisher and Website Author to ensure that the lists are updated appropriately.

When a CBM measurer is determined to be inactive, that measurer may appeal for reinstatement for the following year. The appeal process is as follows:

1. The measurer may: 1) provide the CBM Board of Directors with a written statement of rationale for why the inactive scorer is petitioning for reinstatement of CBM Measurer status and reasoning for why the scorer became inactive; or 2) contacting the Scoring Chairperson to determine an appropriate CBM Board of Directors meeting to attend and ask for reinstatement.
2. The CBM Board of Directors will require a majority vote to determine reinstatement of CBM Measurer status. Additionally, the CBM Board of Directors may set additional conditions for reinstatement.

APPENDIX D – CBM MEASURER CANDIDATE FORM

A candidate needs to attend 3 shows or CBM Board of Director meetings. Candidates need to attend and work at shows. Shows can be CBM sponsored or local shows or events. Candidate must promote CBM at local shows. Local shows can be held at sportsman’s clubs, churches, schools, etc. Events must be associated with hunting. Candidate must get a signature from a show representative or attending CBM measurer. After a candidate has completed the signature form below, he or she needs to send the signed copy to the CBM Scoring Chairman. The candidate may then be eligible for the next measuring class.

Date	Show or Event	Representative Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Candidate Name _____

APPENDIX E – WHISTLEBLOWER POLICY

I. Purpose

The Commemorative Bucks of Michigan (CBM) Organization requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the CBM Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the CBM Organization can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the CBM Organization's, Bylaws, code of conduct or suspected violations of law or regulations that govern the CBM Organizational operations.

III. No Retaliation

It is contrary to the values of the CBM Organization for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the CBM Organization. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

IV. Reporting Procedure

The CBM Organization has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with a CBM Board Member. CBM regional directors and officers are required to report complaints or concerns about suspected ethical and legal violations in writing to the CBM Organization's Vice-President, who has the responsibility to investigate all reported complaints. Measurers and members with concerns or complaints may also submit their concerns in writing directly to the CBM Board or the organization's Vice-President.

V. Vice President

The CBM Organization's Vice-President is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Vice-President will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties. In the event that the Vice-President is unable to provide an unbiased advisement of the proceedings, the President will advise the Board of Directors.

VI. Accounting Matters

The CBM Organization's Vice-President shall immediately notify the Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

VII. Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

VIII. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

IX. Handling of Reported Violations

The CBM Organization's Vice-President will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Commemorative Bucks of Michigan

P.O. Box 615

Grand Ledge, MI 48837

Policy approved by the CBM Board of Directors on August 5, 2017.

APPENDIX F – DOCUMENT RETENTION AND DESTRUCTION POLICY

I. Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceedings. This policy provides for the systematic review, retention and destruction of documents received or created by Commemorative Bucks of Michigan (CBM) in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate CBM's operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

CBM follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

III. Corporate Records

Document	Duration of Retention
Annual reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Meeting Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (After expiration)	7 years
Correspondence (general)	3 years
Annual Audits and Financial Statements	7 years
Depreciation Schedules	7 years
General Ledgers	7 years
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099's	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statements and Reconciliations	7 years
Electronic Fund Transfer Documents	7 years
CBM Score Sheets	Permanent
Appraisals	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Leases	6 years after expiration
General Contracts	3 years after termination

IV. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the documents types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

V. Emergency Planning

CBM’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping CBM operating in an emergency will be duplicated or backed up at least every week and maintained off site.

VI. Document Destruction

CBM’s Board of Directors is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and other records will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit filed or appear imminent. Destruction will be reinstated upon conclusion of the investigation.

VII. Compliance

Failure on the part of CBM to follow this policy can result in possible civil and criminal sanctions against CBM and its Directors, Officers and members, and possible disciplinary action against responsible individuals. The Treasurer will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that CBM is in compliance with new or revised regulations.

APPENDIX G – MEASURER CODE OF CONDUCT POLICY

I. Purpose

Being a trained CBM measurer is making a commitment to service that is unique to most organizations. In addition to serving the CBM organization and hunters throughout Michigan, you will represent the image and direction of Commemorative Bucks of Michigan as a CBM Measurer.

At the **Commemorative Bucks of Michigan (CBM)** Organization we need guidance in setting shared standards, developing good business practices, and living up to our organizational core values. Each of us is expected to maintain the highest standard of ethical conduct when acting on behalf of the Organization. We are responsible for knowing the laws and regulations of the localities in which we operate or for which we are responsible, as well as the Organization's policies that apply to our work and by which we are expected to abide. Leadership as a CBM measurer has the added responsibility of setting a good example and being accountable for the actions of anyone who reports to them. If you have any questions, talk to CBM Regional Director or one of the CBM Board of Directors.

You are expected to comply with both the letter and spirit of this Code of Conduct. It is your responsibility to seek clarification about the application of this policy to a specific situation.

It is your duty to report violations of law and the Code of Conduct. Contact your Regional Director or Board Member if you believe a violation of law or of this policy has occurred. You will not lose your position or be mistreated for raising questions about the Organization's policies and conduct.

You also are required to cooperate fully with any authorized internal or external investigations. Making false statements to or otherwise misleading internal or external auditors, legal counsel, or any person charged with handling the investigation is grounds for your immediate termination.

If you violate the law or the Organization's policies, or deliberately withhold information during an ethics investigation, you will be subject to disciplinary action, possibly including termination. If you have any further questions, you should consult the Bylaws of CBM.

II. Books and Records

All of the Organization's records must accurately and clearly reflect the facts of the underlying matter. All records must be kept so that an accurate, auditable record of all

transactions is maintained in accordance with generally accepted accounting principles. Improper, intentionally incomplete, or fraudulent documentation or reporting is contrary to the Organization's policy. No entries may be made to intentionally hide or disguise the true nature of any transaction or to create funds to be used for other purposes.

Information that you record and submit to other parties—whether inside or outside the Organization—must be accurate, timely, and complete. Reports cannot be used to mislead or conceal anything from their intended audience. This accuracy requirement applies to both financial and nonfinancial records such as worker's compensation claims, safety statistics, and other reports.

All records must be maintained according to records management policy and the records retention schedule. You must use common sense and observe standards of good taste regarding content and language when creating business records and other documents (such as e-mail) that may be retained by the Organization or a third party. You should keep in mind that at a future date, this record may become public.

III. Compliance with the Law

You are responsible for performing your duties in full compliance with all applicable laws and regulations. You may not knowingly participate in any act that violates an applicable law, rule, or regulation of any government, governmental agency, or regulatory body. If you believe that, as a matter of conscience, you cannot do something that you are asked to do, contact your Regional Director or a CBM Board Member. If you determine that you have unknowingly participated in any act that violates an applicable local, state, or federal law, you must report the violation as soon as possible to your Regional Director or a CBM Board Member.

IV. Diversity and Equal Opportunity

The Organization's future depends on its ability to attract and retain the best people at all levels of the organization. Therefore, the Organization is committed to a policy of attracting and retaining a diverse workforce. The Organization is also committed to treating each person fairly and equitably. We prohibit sexual or any other kind of discrimination, harassment, or intimidation, whether committed by or against a supervisor, coworker, volunteer, donor, vendor, or visitor. Discrimination and harassment, whether based on a person's race, gender, color, religion, national origin, age, disability, marital status, personal appearance, sexual orientation, family responsibility, matriculation, veteran status, or political affiliation are inconsistent with our mission.

You must never use the Organization's systems to transmit or receive electronic images or text of a sexual nature or containing ethnic slurs, racial epithets, or any

other material of a harassing, offensive, or lewd nature. Receipt of any such electronic image must immediately be reported your Regional Director or a CBM Board Member.

If you believe that you are being subjected to discrimination or harassment, or if you observe or receive a complaint regarding such behavior, you should report it to your Regional Director, or a CBM Board Member. The Organization will promptly investigate all allegations of harassment or discrimination and will take appropriate corrective action to the fullest extent permitted by local law. Retaliation against individuals for raising claims of harassment or discrimination is prohibited. We also will ensure that anyone who assists in the investigation of a complaint is free from retaliation. Retaliation can take many forms, including the release of confidential personal information with respect to an employee who makes a complaint or who assists in an investigation. An individual may not ask for details about any complaint unless the person has a legitimate business need to know the information, and if anyone is asked to supply such information, he or she should immediately report it to his or her Regional Director or a CBM Board Member.

V. Drug-Free Workplace

The Organization is a drug-free workplace. Drug and alcohol use are highly detrimental to the safety and productivity of everyone in the workplace. The unlawful manufacture, possession, distribution, dispensation, transfer, purchase, sale, or being under the influence of alcoholic beverage or a controlled substance while on the Organization's property, attending to business-related activities, on duty, or operating a vehicle or machine leased, rented, or owned by the Organization is strictly prohibited. Drug abuse violations by anyone in the workplace will generally result in immediate termination or suspension. The duration of the suspension, termination, or mandatory participation in a drug abuse assistance or rehabilitation program will be determined upon review by management. When appropriate, the Organization may refer the staff member to approved counseling or rehabilitation programs. You may use physician-prescribed medications, provided that the use of such drug does not adversely affect your job performance or your safety or the safety of other individuals in the workplace.

Providing alcohol to any person under the legal drinking age is prohibited. In keeping with the Organization's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace.

VI. Environment

The Organization seeks to exercise good stewardship in all aspects of its operations. This includes being good stewards of the environment in which we operate. The

Organization will follow all applicable environmental regulations. Where laws do not exist or are inadequate, the Organization will establish and follow our own standards consistent with our commitment to a clean environment.

VII. Conflict of Interest

a. Gifts to Individuals

Business-related gifts (including services, discounts, entertainment, travel, meals, promotional materials, or samples) create situations that are inherently compromising. Every situation must be examined individually and with a bias against the activity.

You and members of your family must not accept gifts of more than token value from an actual or potential client, customer, contractor, supplier, grant recipient, or business; from professional persons with whom you do or to whom you may refer business; or from anyone acting on their behalf.

Meals and other business entertainments are subject to the same standard: they must be modest, infrequent, and, as far as possible, on a reciprocal basis.

b. Outside Employment

Outside business activities such as simultaneous employment, financial interest (including business ownership), and services on public bodies are usually acceptable, provided that all of the following conditions are met:

1. In the case of an employee, your ownership and/or participation in the outside business does not interfere with your ability to perform your job;
2. No competitive or other commercial relationship exists between the outside business and the Organization; and
3. The relationship between the business activity and your work with the Organization is incidental.

c. Conflict of Interest

If either you or a member of your family has a financial interest in a supplier, contractor, client customer, grant recipient, or competitor with whom you deal in your work, you must disclose that relationship to your supervisor and

You may not participate in any transaction involving the organization, including the awarding of any grant, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when you or a family member has a financial interest in the transaction. If you have any further questions, you should consult the Organization's Conflict of Interest policy for further information.

d. Gifts to Others

You must also be careful when making gifts to others. If a gift could be interpreted by others as engaging in bribery or a consideration for an official or business favor, you must not give the gift. Many states and local jurisdictions have laws restricting gifts (e.g., meals, entertainment, transportation, lodging, or other things in value) that may be provided to a government official.

Under no circumstances should you offer anything to a government official for the purpose of influencing the recipient to take or refrain from taking any official action, or to induce the recipient to conduct business with the Organization.

Payment made indirectly through a consultant, contractor, or other intermediary is also prohibited.

e. Defined Terms

For purposes of the Code of Conduct:

- Your family members include: your spouse, parents, grandparents, great grandparents, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great grandchildren, and spouses of brothers, sisters, children, grandparents, great grandparents, grandchildren, and great grandchildren.
- You would have a financial interest in a transaction if you or a member of your family:
 - a. Have a significant ownership or investment interest in any entity with which the Organization has a business or other financial arrangement;
 - b. Are employed, either as an employee or independent contractor, by the Organization directly or with any entity or individual with which the Organization has a business or other financial arrangement; or
 - c. Has a potential ownership or investment interest in, or potential employment with, any entity or individual with which the Organization is negotiating a business or other financial arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. If you violate any of these rules, including the duty to disclose any potential conflicts of interest, you will be subject to appropriate disciplinary action, up to and including termination.

VIII. Organization Funds

You must use reasonable care to protect and safeguard all the Organization's assets entrusted to you, and use the same care you would to protect your own personal assets under similar circumstances.

You are responsible for the careful, cost-conscious, and effective use of all Organization funds, including those used for travel and entertainment. When using expense accounts of the Organization, you must fully and clearly document all expenses in accordance with the Organization's policy.

You may use the Organization's assets only for business-related purposes and in the best interests of the Organization. You may not use work time, Organization property, or Organization services for personal benefit. Minimal, infrequent personal use of copiers, e-mail, fax, or phones are permitted at your discretion, provided it does not interfere with your work and you reimburse the Organization for the costs.

You must not remove any equipment without prior permission. Regardless of its current usage or condition, you may not sell, loan, give away, or otherwise dispose of the Organization's property without proper authorization consistent with applicable procedures.

IX. Political Activity

As a nonprofit organization with tax-exempt status, the Organization is prohibited from using any assets to endorse political candidates, mobilize supporters to elect or defeat candidates, or align itself with political parties.

This does not mean that you cannot be involved in political activity as a private individual. However, you may not use the Organization's property or other assets (including the Organization's name) on behalf of or against any candidate for office. You should also be clear that any political statements you make, such as an endorsement of a candidate, are made in your personal capacity and not in your capacity as a representative of the Organization, and that the statements should not be made at an event sponsored or hosted by the Organization or in one of its publications.

Lobbying activity generally includes attempts to influence the passage or defeat or legislation, and is distinguished from providing general information for the purpose of educating the public. Lobbying by nonprofits is restricted, and it may trigger registration and reporting requirements. The federal government and many states extend the definition of lobbying activity to cover efforts to influence rulemaking by executive branch agencies or other official actions of agencies, including the decision to enter into a contract or other financial arrangement. Therefore, you should not engage in any activities that could be considered lobbying without the express permission of the Board of Directors.

X. Proprietary Material

Confidential information, copyrights, and trademarks are all forms of proprietary material. Whether belonging to the Organization or to another organization, all proprietary information is to be treated as a valuable asset of the owner and may not be disclosed or used without permission.

Confidential information is information that is not generally known outside of an organization and is not known by public means. Examples of confidential information include financial reports, board reports, donor information, personnel information about current or former Organization employees or members, and vendor bids. You have a duty to protect this information regardless of how you obtained it.

Unless you receive prior approval, you may not disclose confidential information to anyone outside of the Organization who does not have a legitimate work-related reason to know the information. Any such disclosure must be in accordance with privacy laws regarding personal information. Likewise, you must respect the confidentiality of information given to you in confidence by others.

If it is necessary to receive or disclose confidential information in the context of a specific business transaction, first discuss the situation with your supervisor and, as appropriate, with legal counsel.

Apart from legally recognized “fair uses” of proprietary material, you may not use copyrighted material and trademarks without permission of the owner. This includes unauthorized duplication of computer software and making multiple copies of a publication when only a single copy has been purchased.

XI. Public Statements

All the Organization’s public statements must be truthful, not deceptive, and in compliance with applicable laws, regulations, and Organization policy. Any claims about the work of the Organization must be verified before they are made. All solicitations of donors must also comply with this standard.

XII. Health and Safety

The Organization is committed to being a good steward of all the gifts it receives. This includes the gift of those who offer their services to the Organization. Therefore, the Organization will take every reasonable step to provide its employees and volunteers with a safe workplace. You are expected to exercise safe work habits and to not create an unsafe work environment for others. You should also report any unsafe condition to your supervisor as quickly as possible.

XIII. Supporting the CBM Code of Conduct

Consistent with our mission, the Organization is committed to supporting its people in meeting these ethical standards of conduct. In similar fashion, all Organization officers, directors, employees and volunteers must uphold these standards in their work conduct.

If you observe or know of violations of these standards, or a violation of the law, or have questions about their meaning, intent, and/or application, it is your responsibility to report such situation or pose any question promptly. The Organization will not tolerate any reprisal or retaliation or suspected violation of these standards or the law.

XIV. Acknowledgement of the CBM Code of Conduct

This is to confirm that I, _____, have: received a copy of the Organization’s Code of Conduct within the CBM Bylaws; reviewed the Code of Conduct; and am familiar with its contents.

I agree to comply with the terms of the Code of Conduct, including the duty to report violations of the policy that I become aware of.

I also agree that I will disclose to the CBM Organization any potential conflicts of interest as defined in this policy, and will not engage in any transaction from which I or a member of my family may benefit.

Signature

Date