

**June 24, 2008**

**Dear JSBA Member:**

**On behalf of the Jacob Sheep Breeders Association (JSBA), I am pleased to enclose new and revised pages for insertion into your JSBA Guidebook. Earlier this year, the Board of Directors authorized the Guidebook to be placed on the JSBA web site. It is anticipated that this will be accomplished prior to the end of the year.**

**The Membership Secretary will continue to provide a hard copy of the Guidebook to new members soon after they join JSBA. Members will be able to keep their Guidebooks current by downloading new and revised Guidebook materials directly from the JSBA web site. However, for those who do not have computer access or who prefer to receive a hard copy of the materials, the hard copy version of the Guidebook and periodic updates will be available for purchase.**

**Sincerely yours,**

**JO ANN A. LAUGHLIN**

**JSBA Guidebook Editor**



## Jacob Sheep Breeders Association Web Site

The JSBA web site can be accessed at [www.jsba.org](http://www.jsba.org). The site includes plenty of information on Jacob sheep, photos, the Jacob Sheep Shop with price and order information, a judge's packet, and much more. The site includes a membership list and all current JSBA members in good standing are eligible for a free basic listing via the order form below. Advertising information and fees are also on the form below.

**Business Office Address**

Shannon Phifer  
83136 Rattlesnake Road  
Dexter, OR 97431

**Inspector Chairperson Address:**

Doug Montgomery  
19562 N. E. Calkins Lane  
Newberg, OR 97132

**CURRENT FEE SCHEDULE**

All funds in US currency please. All checks payable to JSBA. No cash. Make copies of all forms as required. Send all checks to Business Office except for New Members who send checks to Membership Secretary.

**Membership:** All dues payable January 1 of each year.

Adult: \$30

Junior: \$10 (15 years of age or younger)

Sustaining Member: \$50 per year for 10 years

Life Member: \$500

**Registration Fees and Time Frames:**

**Standard:** Rams: \$10

Ewes: \$5

May take up to 10 weeks. If registration is needed 5 weeks (35 days) or more from receipt by Business Office no extra charge but must include date needed

**Rush:** Double Standard Fee plus \$20. Need registrations returned in 4-5 weeks (28-34 days) of receipt by Business Office

**Extreme Rush:** Double Standard Fee plus \$50. Need registrations returned in 2-4 weeks (14-27 days) of receipt by Business Office

**Temporary Lamb Registration:** Allow 3 weeks. Include date needed. \$3 each

**Rush Temporary:** Need registrations returned in 10-20 days of receipt by Registrar. Double normal fee plus \$20.

**Extreme Rush Temporary:** Need registrations returned in less than 10 days of receipt by Registrar. Four times normal fee plus \$20.

**Transfer:** \$2

**Appeals:** \$15 for each appeal

**Correction:** \$2

**Lost Certificates:** \$3 contact registrar

Please contact the Sheep Shop Chairperson(s) as shown on page 10-1 with your order information and we will calculate actual shipping charges. The Jacob sheep Shop can also be browsed on our web site [www.jsba.org](http://www.jsba.org)

**Jacob Sheep Shop Order Form:**

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and email: \_\_\_\_\_

## CONTENTS

<b>Section</b>	<b>Page Numbers</b>	<b>(issue date)</b>	<b>Subject</b>
1	1-1	(6/08)	Contents
	1-2	(6/08)	About the JSBA Guidebook
2	2-1 thru 2-3	(5/06)	Breed Standard
3	3-1	(8/00)	Glossary
	3-2/3-3	(2/06)	
4	4-1 thru 4-3	(5/01)	Registration and Inspection Information
	4-4	(2/08)	
	4-5	(2/02)	Temporary Lamb Certificate
	4-6	(2/08)	Current Fees
5	5-1 thru 5-2	(2/08)	Registration Application
	5-3 thru 5-4	(5/01)	Form, How to fill it out,
	5-5 thru 5-8	(2/08)	Taking a Good Fleece Sample, Jacob Fleece Samples, Ten Top Things to Speed Your Registrations
6	6-1	(6/08)	Flock Book and Electronic Pedigree Information
7	7-1 thru 7-3	(8/00)	Jacob Sheep Information Booklet
	7-4	(2/08)	
8	8-1	(2/08)	A Brief History of JSBA
9	9-1, 9-4, 9-5	(2/01)	Bylaws of JSBA, Inc.
	9-2, 9-3, 9-6	(6/08)	
10	10-1 thru 10-2	(6/08)	Volunteers, Officers, Directors, Committees, other positions; Elections Schedule for Directors/Nominations Chair
	10-3 thru 10-4	(2/08)	
11	11-1 thru 11-2	(8/00)	Qualifications for Inspectors
	11-3	(2/02)	Duties and Role of Inspector Chair
12	12-1	(2/08)	Jacob Sheep Shop - items for sale, order form
13	13-1	(2/08)	Business Office
	13-2 thru 13-4	(2/08)	Forms for Membership and/or Fee Transmittals, Schedule of Registration Time Frames and Fees
14	14-1	(2/08)	Registrar
15	15-1	(2/08)	Membership Secretary
16	16-1	(2/08)	Newsletter
17	17-1	(2/08)	JSBA Website (jsba.org) Classified Listing Application
18	18-1 thru 4	(6/08)	JSBA Membership list
19	19 -1 thru 19-6	(2/08)	Jacob Sheep and general sheep resource and product information
20			Your personal Jacob sheep records & information

## **About the JSBA Guidebook**

Conservation work with the Jacob Sheep Breed involves a lot of paperwork. The Jacob Sheep Breeders Association has issued many documents to our members in the 20 years of conservation work- - forms, standards, quarterly newsletters , plus many enclosures with the newsletters, flock books, flock lists, and others. This Guidebook attempts to bring together, in a single binder, a place to keep some of these documents.

The Guidebook was initially mailed with the August, 2000 issue of the JSBA Newsletter to all members. In 1998, the JSBA web site was launched at [jsba.org](http://jsba.org), to help in the spreading of the word -- primarily to non-members, since the Newsletter has been the primary source for member information. In 2008, the JSBA Board of Directors authorized the Guidebook to be placed on line. By the end of 2008, the Guidebook contents will be posted on the JSBA web site. The Membership Secretary will continue to provide a hard copy of the Guidebook to new members soon after they join JSBA. Members will be able to keep their Guidebook current by downloading new and revised Guidebook materials from the JSBA web site. However, for those who do not have computer access or who prefer to receive a hard copy, the hard copy version of the Guidebook and periodic updates will be available for purchase.

Most JSBA documents will be issued in this 8 1/2 X 11 size so they may be filed in this ring binder or one of your own if you need more room. Your Guidebook is a handy place to keep copies of some of your other information about JSBA or Jacob sheep. Please make copies for your own use -- using the masters in this Guidebook -- of the Registration Application, Logo Items Order Form, web site application, and other forms as needed. You might want to re-file your master form in the Guidebook after making copies.

Each section's pages are individually numbered with a section number-page number format. This page is 1-2, for Section 1, page 2. The month and year of issue is also shown on each page.

Updates will be provided to currently paid-up members. The initial copy is free to new JSBA members and \$15.00 for non-members, or for additional or replacement copies to members. Contact the Membership Secretary to order copies.

Please let us know of any errors or omissions you may find in the Guidebook. And, if you have any suggestions for changes, or additional information that should be in the Guidebook, we would like to hear from you.

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## JSBA GLOSSARY OF TERMS

Bleeding (fleece and skin): Spotting which lacks clearly defined edges.

Bradford Count: Fleece is ascribed a number which represents the maximum number of hanks, each 560 yards long, which may be spun from one pound of that fleece. The Jacob Bradford count is 48-54. Grading of fleece is now primarily done by micron count which measures the diameter of the fibers.

Britch: Area of wool on the lower rear thighs of the sheep. This wool is often coarser.

Cow-hocked: A conformational condition where the hocks turn in towards one another. This condition varies in degree and is often present to some extent on primitive breeds of sheep including the Jacob. (see hock)

Dock: Noun: The tail head/chine (which should be set slightly below the straight of the back).  
Verb: To shorten the natural length of the tail.

Double-coating: A fleece which naturally has two distinct fibers: a coarser, longer guard hair covering a shorter, fine wool. Navajo-Churro sheep have this type of fleece character.

Fat tail: A characteristic of some breeds of sheep, such as Karakul and their crosses, which show large quantities of fat deposits in their tails. If the tail is docked, the rump area may accumulate the reserve fat.

Freckles (fleece and skin): Three types of freckling can occur.

A) Small groups of dark spots in the white area of the skin which produce dark fibers. This may appear at birth or not until one year of age. This is a heritable characteristic.

B) Age spots appear as small, darker spots (usually a shadow like gray) on the pink skin as the animal gets older. The fibers growing from this area are rarely affected as the pigment change only affects the skin. This may be a heritable characteristic.

C) Sunburn spots appear from exposure to strong sunlight. These spots are generally much darker than age spots. They are also very small and may or may not have pigment changes involving fiber. This is an environmental effect.

Fused horn: Horn(s) which grow together. One can usually find the seam along the point of fusion. The tips of the horns may remain separated giving a split effect. Horns may fuse in a balanced form giving a two-horned appearance, or unbalanced form such as a three-horned appearance.

Handle: The actual feel of the wool in relation to its breed. The Jacob's fleece can be described as having a soft, springy handle with an open, airy appearance.

Hock: The angled elbow-like joint on the rear legs.

Kemp (fleece): A coarse fiber (structurally different than wool fibers) which is brittle, weak and usually a chalky white color and will not take dye. It sheds from the fleece and will also shed from cloth made of kempy yarns such as Harris tweeds.

Lilac: A color variation of the commonly black and white Jacob. This color resembles a gray to brownish hue and is distinctive at birth. This color variation may be accompanied by a ring of lighter hairs surrounding the eyes.

Marbled eyes: Refers to a combination of eye coloration in eyes, usually brown and blue.

Mottling (fleece and skin): Spotting which is not distinctly defined, more irregular than clearly defined spotting and which may run together.

Narrow horn set: Horn set that is in close toward the head. In the two-horned ram they will be close to the cheek at maturity. As the horn continues to grow in width, it will crush the facial bones or grow into the skin causing infection. This may be heritable in the naturally two-horned ram, i.e., horns not formed by the fusing of four horns. In the four-horned ram the lower set may curl in towards the face, neck or jaw. This may be a heritable trait, or it may occur as a result of injury to the lower horn during the lamb's first 6 to 9 months of age.

Poll: The area between the ears of the sheep on the crown of the head.

Polled: Having naturally no horns. Polled Jacobs are disqualified from registration.

Polycerate: Having the ability to produce more than one pair of horns.

Quilted( fleece): Fibers of one color grow longer and often coarser than the fibers of the other color. The fleece has a uneven "quilted" appearance. This may be present on lambs, and disappear after the first shearing or become noticeable on older animals.

Roman nose: The profile of the face, from crown to muzzle, is convex shaped rather than straight. This trait is atypical for a Jacob, but should not be confused with the swelling of the Jacob ram's nose during breeding season or from trauma resulting from fighting among males.

Scur: Scurs are incompletely developed horns which are generally loose and movable beneath the skin, not attached to the skull. They range in size from small scab-like growths to occasionally almost as large as horns. Because the gene for scurs is transmitted separately it has no effect on the presence or absence of horns.

The gene for scurs is expressed differently from the gene for polledness/horns. The way the gene for scurs is expressed depends on the sex of the animal. In males the scur gene is dominant, meaning that if only one of the two genes is for scurs the ram will be scurred. Therefore, it is easy to detect the scur gene in the ram and eliminate it from the flock.

In females the scur gene is recessive, meaning that she must possess both genes for scurs in order for the ewe to be scurred. If the ewe possesses only one scur gene she will not have scurs herself but has a 50 percent chance of passing the scur gene on to her lamb.

Slipped eye patch: This refers to the colored patch which normally surrounds the Jacob's eye but which is located below the eye rather than incorporating it.

Split eyelid deformity: Fault found in some polycerate sheep breeds where the eyelash edge does not form a continuous, unbroken line (normal), but instead has a notch (mildest form) or an inverted V-shaped split (most severe form). In these worst cases, the eyelid with lashes may be curled into the eye causing abrasions and ulceration leading to blindness. This trait is genetically carried by both four-horned and two-horned sheep. The two-horned ram may suppress the expression of this trait, but will not remove it from the genetic inheritance of its offspring. Each eyelid is scored separately. A score of 1 is normal with 4 describing a severe split. All Jacobs should be carefully examined and the correct score for each eyelid recorded on registration forms.

Well-sprung ribs: A term used to describe an animal's ribs which should bow outward and down to give the body cavity space and structural soundness.

*This Glossary was revised by the Inspection Committee in 1995, approved by the Board of Directors, and issued with the August, 1995 JSBA Newsletter. Updated Feb. 2006 per vote of members, Nov. 2005.*

## **JSBA BREED STANDARD**

### **DESIRABLE TRAITS**

#### **HEAD**

- Slender and triangular head
- Clear of wool forward of the horns
- Large symmetrical eye patches incorporating cheeks
- Clear white blaze from poll to muzzle
- Straight profile
- Nasal septum and mouth should be dark pigmented in adults even though the muzzle patch may be absent

#### **EARS**

- Small, erect and slightly above the horizontal
- White, colored or spotted

#### **EYES**

- Clear, bright eyes, no evidence of upper split-eyelid
- Color: brown, blue, or marbled

#### **HORNS**

- Color: black or black and white striped
- Rams: \* Any number provided they are well differentiated (cleanly separated) and balanced
  - \* Lower horns should be well spaced from face, cheeks and neck
  - \* Flesh between horn bases
  - \* Two horned rams should have wide well spaced horns with good clearance of cheeks, nose and mouth at maturity
- Ewes: \* Horns firm, fine featured with femininity, balanced and well differentiated

#### **NECK**

- Medium length

#### **TAIL**

- The natural Jacob tail reaches almost to the hock; is woolly, not hairy

#### **LEGS**

- Set square on all corners, standing firm, well-balanced
- Fine boned and of medium length
- Free of wool below knees
- Color: white, with or without colored patches
- Hooves are black or striped

## BODY CONFORMATION

- Mature rams weigh between 120-180 lbs.
- Mature ewes weigh between 80-120 lbs.
- Long framed, smooth muscled with well-sprung ribs
- Fine boned with straight back
- The rump slopes toward the tail head
- Rams have short scrotums holding testicles closer to the body than modern breeds
- Ewes have small udders held closer to the body than modern breeds

## BODY COLOR AND FLEECE

- The Jacob is a randomly spotted sheep, basically white with colored spots or patches
- Preferably an approximate 60% white and 40% black or lilac spotting
- Skin beneath white fleece is pink, skin beneath colored spots dark
- Fleece is a medium grade with an open character and soft springy handle  
(Bradford count 44-56, demi-luster)
- Fleece staple length is 3" - 7", fleece weight 3-6 lbs. with little grease and high yield

## ACCEPTABLE BUT LESS DESIRABLE TRAITS

### HEAD

- Having only one of the three facial markings
- Slipped (below the eye) eye patch or patches
- Pink nose on young lambs
- Slight tendency to Roman nose
- Young lambs, up to a maximum of 6 months of age, showing baby wool forward of the horns

### EARS

- Slightly larger but proportional to body

### EYES

- Grade 2 or 3 upper split-eyelid causing no injury to the eye which would require any surgical intervention

### HORNS

- Rams: \* Fused, even horns
  - \* Slightly forward tipping horns which do not impair grazing
  - \* Insufficient spacing between upper and lower horns (must be differentiated and balanced though flesh may not be present)
- Ewes: \* Unbalanced horn set
  - \* Fused horns
  - \* Multiple horned ewes having normal, securely attached primary horns, but with scurs in the lower horn position only. (It is fully acceptable for a ewe with 4 or more strong, balanced horns to have additional scurs or horn buds.)

### LEGS

- Slightly cow-hocked
- One to three dark colored legs
- White hooves

## BODY COLOR AND FLEECE

- Random colored patches on front half of body only
- Not less than 15% colored markings nor more than 85% color
- Patches of color with some bleeding, mottling or freckling
- Small amount of freckling in white wool
- Small amount of kemp

## **UNACCEPTABLE/DISQUALIFYING TRAITS**

### **HEAD**

- Absence of facial markings
- Wool forward of the horns
- Large, square non-Jacob looking head

### **EARS**

- Large pendulous ears and/or disproportionate to body

### **EYES**

- Grade 3 upper split-eyelid or more causing discomfort or injury to eye
- Wide, broad bone structure between the eyes

### **HORNS**

- \*- Polled sheep, or sheep with scurs only
- Rams: \* Two-horned rams having small weak, feminine-looking horns.
  - \* Multiple-horned rams having fewer than four strong horns, with scurs in upper or lower horn position.(It is fully acceptable for rams with at least 4 or more strong balanced horns to have additional scurs or horn buds.)
- Ewes: \* Two-horned ewes having small or weak horns.
  - \* Multiple horned ewes having scurs in the primary/top horn position.
- Solid white horns
- Forward pointing horns curling towards the eyes, or growing over the nose impairing the ability to graze naturally
- Narrow or close horns on two-horned rams that lack space between the growing horns and his neck or jaw encumbering his well being
- Undifferentiated and unbalanced set to four-horned ram, i.e., fused in an irregular pattern on one or both sides
- Small, feminine horns on rams
- Lower (lateral) horns that grow into the face, cheek or neck

### **LEGS**

- All dark colored
- Wool present below the knees and hocks

### **BODY CONFORMATION**

- All conformational and/or congenital defects leading to unsoundness for breeding
- Large, heavy boned
- Fat or short tailed
- Rams over 180 lbs.
- Ewes over 130 lbs.
- Long, pendulous scrotal sacks on rams
- Large, loosely attached udders on ewes
- Excessively large teats on ewes

### **BODY COLOR AND FLEECE**

- Fleeces grading 60 Bradford count or finer
- Coarse fleeces grading 40 Bradford count or lower
- Double coating
- More than 85% colored markings
- Less than 15% colored markings
- Short, brittle fleeces with heavy kemp
- Fleeces on adult sheep which shed
- Fleeces weighing 8 lbs. or more
- Excessive quilted appearance to the fleece (where the dark fibers are shorter than the white or vice-versa) occurring after the first shearing
- Excessive freckling in the white wool of young animals

*This revised Breed Standard document was updated May, 2006 as a result of an all member vote with the November, 2005 newsletter, changing definitions of scurs.*

## **FLOCK BOOK AND ELECTRONIC PEDIGREE INFORMATION**

In 2008, the JSBA made the JSBA pedigree database accessible for free and without a password requirement via a link on the JSBA web site. This permits electronic access to pedigrees of Jacob sheep registered with JSBA.

However, for those without computer access or who prefer a paper flock book, JSBA will make unbound hard copies available for a fee of \$5 which includes postage. The paper version will not contain individual flock lists.

The pedigree information includes Foundation Flock - Rams, Foundation Flock - Ewes, A Flock - Rams, A Flock - Ewes, B Flocks, etc., and Appendix Certified Flock ewes. Individual sheep entries include registration number, flock prefix (farm name), date of birth, name of owner, name of breeder, color percentage, number of horns, birth type, sire's name and registration number, dam's name and registration number.

For all flock numbers the electronic flock list shows the registration number and sheep name of all registered Jacobs shown in the Registrar's records. Members are asked to notify the Registrar of sheep that have died, to help keep the list accurate.

Copies of the original AMBC (American Minor Breeds Conservancy, now American Livestock Breeds Conservancy, or ALBC) foundation flock book and JSBA Flock Books for the years 1989 through the most recent, may be ordered from JSBA Logo Items, subject to product availability. See the current Logo Items For Sale, and Order form blank with your newsletter, or in Section 12 of the Guidebook.

### A Brief History of the Formative Period of the Jacob Sheep Breeders Association

2008 is the 20 year anniversary of the JSBA, an organization formed to engage in the education, research, conservation and advancement of public awareness of the Jacob Breed of Sheep. Stated purposes included continuing the work AMBC (now American Livestock Breeds Conservancy - ALBC) began in giving breeders of Jacob sheep a place to register their animals, communicate with each other, and provide a central place to gather and distribute information about Jacob sheep.

Jacob sheep, however, were only one of AMBC's concerns, and their work of identifying as many Jacobs as possible must be seen as a preliminary step towards organizing an association whose sole focus would be the conservation of this breed -- a first and very essential step, and one for which all Jacob breeders must necessarily be extremely grateful.

Actually, Jacob breeders began thinking about and planning for a new organization more than ten years ago, with an initial meeting September 24, 1987 in Centreville, Michigan sponsored by the American Minor Breeds Conservancy (AMBC). That organization had been providing a recordation service for four years before JSBA was formed. AMBC provided certificates of ownership to Jacob sheep breeders. By 1988 AMBC felt that there were enough Jacob breeders in the U.S. and Canada to support an independent organization, which could take on the task of developing a breed standard and providing a true registration service.

Proposed bylaws were presented at the 1987 meeting, and discussions were begun on systems of inspection and registration, breed standard, and organization issues such as the role of the Board of Directors. Committees were formed to continue work on bylaws and breed standard, merit classification and progeny testing.

A second meeting was held in June, 1988 at Williamsburg, Virginia in association with AMBC's annual meeting. Again, AMBC staff and members provided the leadership for this meeting. AMBC stated that it was hoped the new organization could take over production of flock books beginning January, 1989, as the 1988 flock book would be AMBC's last (4th) one. Bylaws were further considered, and the first set of amended bylaws were accepted, unanimously. Discussion on the process for incorporation of JSBA, the work on breed standard, and registry. The hot issue of "progeny testing" was debated, and two sides quickly took positions on the subject. This topic was to be debated at meetings and in magazines and journals for some years to come -- resulting in the formation of a second Jacob organization, the Jacob Sheep Conservancy, which requires the use of JSC's specific system of progeny testing for their registration process. Temporary JSBA board members were selected, on a regional basis. It was decided to have yet another meeting in September, 1988, at Centreville, Michigan in conjunction with the AMBC National Rare Breeds Show and Sale.

JSBA members received a report of the June meeting, including the proposed bylaws that had been accepted. By a mail vote, the members overwhelmingly approved the bylaws as presented. Perhaps this point in time might be considered the actual start of the JSBA.

At the September, 1988 meeting an initial breed standard was accepted. Nominations were made for permanent Board of Director members. Permanent Board of Directors members were elected by mail ballot in October-November 1988: David Heimann, Deb Walter (Yeagle), Susanna Davy, Susan Green, Sue Thaxton, Neil Kentner, and Barb Barraclough.

The new Board began organizing in December, 1988 and selected Cliff Brickner as JSBA's Registrar. Final work on the registration and inspection program was completed, and the new registry was up and running in 1989. An Inspection Committee was formed, and inspectors were appointed to review applications and photographs of Jacob sheep presented for registration.

By August, JSBA had 30 members, and 70 animals had been completed through the registration process. Marianne Craft Norton was asked to put together the first JSBA Newsletter. And, the debate over progeny testing continued in issues of The Shepherd magazine and others. AMBC stepped in with a call for unification of JSBA and JSC. But, the issue of progeny testing had so split the two groups that no progress was made. (Another attempt was made in 1996, and some communications between the two groups occurred, but no progress was yet possible.) By November, 1989 there were 52 members and some 300 sheep had been registered. The Board decided against automatically grandfathering into JSBA registry the AMBC registered animals. Since AMBC animals had never been held to a breed standard, it was felt that all applications should require animals to be compared to the new JSBA breed standard. However, the very valuable AMBC archives and information on Jacob sheep were incorporated into the registration files and initial Flock Book. The purpose of these efforts was to recognize and give credit to AMBC's work without giving registration status to the individual animals.

Since the formative period of 1987 through 1989, JSBA has continued to grow as an organization and as a Jacob sheep registry. The number of members has reached over 270, and several thousand Jacob sheep have been registered. Annual General Membership meetings have been held each year, with the locations being rotated around the country. And, many of the original founding members are still active Jacob breeders and members of JSBA. To them, we tip our hats in appreciation for their work in making this organization a successful one.

## **JACOB SHEEP BREEDERS ASSOCIATION, INC. BYLAWS**

### **ARTICLE I THE CORPORATION**

1.1 **NAME:** The Corporation shall be known as and referred to as the Jacob Sheep Breeders Association, Inc.

1.2 **CHARTER:** The JSBA shall be chartered as a non-profit corporation under the laws of the State of Washington.

1.3 **LOCATION:** The principal and registered office of the JSBA shall be located at such place as most recently designated by the Board of Directors of the JSBA.

### **ARTICLE II PURPOSE AND GOAL**

2.1 **PURPOSE AND GOAL:** The purpose and goals of the Association shall be:

(a) To engage in the education, research, conservation and the advancement of public awareness of the Jacob breed of sheep.

(b) To record, certify, register, and keep pedigrees.

(c) To maintain performance and other records as may be of interest to the membership or requested by the board of directors.

(d) To keep a breeders directory and to provide interested people with information about Jacob sheep and their products.

(e) To develop a breed standard which will serve to identify and register those individual sheep which qualify as Jacob.

(f) To promote interest in the Jacob breed of sheep wherever possible in order to attract new breeders for the conservation and well being of the breed.

(g) To help educate and develop those skills required to enhance the abilities of members to raise and tend their flocks.

### **ARTICLE III FINANCES**

3.1 **FISCAL YEAR:** The fiscal year of the JSBA shall commence January 1 and end on December 31.

3.2 **DEPOSITS AND WITHDRAWALS:** All moneys, securities, and other valuables of the JSBA shall be deposited in the name of the JSBA in such banks, trust companies, or safe deposit boxes as the Board of Directors shall designate, and shall be withdrawn only by check or order signed by the duly authorized Business Officer or by another long-term member of JSBA that is appointed by the Board to serve in this signatory capacity.

3.3 **EXECUTION OF INSTRUMENTS:** All instruments of assignment, transfer, conveyance, release, and contract requiring execution of the Board of Directors of the JSBA shall be signed by the authorized officer or agent of the Board.

3.4 **ACCEPTANCE OF BEQUESTS, DEVISES AND DONATIONS:** The President or any other officer of the Board may, upon prior approval of a majority of the Board, accept any and all bequests, devises and donations of money, property, or collections of value made to the corporation. However, donors must be apprised that donations are not tax-deductible since JSBA is not classified as an exempt organization under section 501 (c) (3) of the Internal Revenue Code.

3.5 **INDEMNIFICATION:** Subject to compliance with Washington State Law: the members, staff management, directors, and officers of this organization, and their private property, shall not be liable in any manner for the debts, obligations, undertakings or personal expense, losses or liabilities, which may accrue from time to time in any manner by reason of the ownership, administration, or distribution of the corporate property or funds, or by reason of any act of commission or omission on their part in conduct of the corporate affairs, so long as they act in good faith. They shall not be liable or accountable in any manner for honest mistakes or errors in judgment, nor for errors or wrongdoing of agents, brokers, attorneys or servants nor for interest on funds temporarily idle as long as they act in good faith. They shall have the right, at all times and in all matters, to act upon any information or evidence deemed by them reliable, without incurring any personal liability or responsibility of any kind or in any manner, as long as they act in good faith. The Board of Directors and staff personnel shall be bonded if authorized by the Board.

3.6 **PROHIBITED TRANSACTIONS:** No part of the net earnings of this corporation shall inure to the benefit of any individual, and no part of the funds of this corporation shall attempt to influence legislation, nor shall this corporation engage in any prohibited transaction as defined by the Internal Revenue Code.

3.7 **YEARLY REVIEW:** The Board of Directors shall provide for an annual review of the accounting records. This review can be done by a committee of the Association or by a certified public accounting firm which would prepare a review-level financial statement. A copy of that review shall be available to the members of JSBA.

## ARTICLE IV

### MEMBERSHIP

4.1 PRIVILEGES OF MEMBERSHIP: Members of the corporation are entitled to attend, speak, and vote at the membership meetings of the association and to vote on all issues and elections presented to the membership by mail ballot. When the qualification for one membership has been met by more than one person (family, corporation, or any other entity) all persons involved in meeting that qualification may attend and speak at the membership meeting, but only one vote may be cast on each ballot or hand vote of the membership. Members of a family who meet the membership requirements may each vote so long as each pays individual dues. In addition, members in good standing shall be kept informed of the corporation's activities, shall be notified of all membership meetings, and shall have annual reports and up to date copies of the bylaws made available to them. All records and books of the Association may be inspected by any member of the Association at any reasonable time with the exception of matters relating to the hiring, firing, discipline of personnel, or personnel records.

#### 4.2 DEFINITION OF MEMBERSHIP:

(a) Active Member: Any person, family, or corporation who owns or breeds Jacob sheep may become an active member of the JSBA.

(b) Associate Member: Any person, family or corporation interested in the Jacob sheep or its products may become an associate member of JSBA and as such is entitled to all privileges of full membership except that they shall have no vote nor shall they be eligible to hold elective office.

(c) Honorary Member: Any person having made outstanding contributions to the Jacob breed may, upon nomination by the Board and election by the membership at any annual meeting may become an honorary member. As such they shall not be entitled to all duties, privileges, and responsibilities of active members including the holding of elective office nor the privilege of vote

(d) Junior Member: Any persons fifteen (15) years of age or younger who are active owners or breeders of Jacob sheep may become junior members of the JSBA. Junior members are not allowed to hold office or to vote.

(e) The Board of Directors may at its discretion establish other classes of membership.

4.3 MEMBERSHIP FEES AND DUES: Annual membership fees for the above established classes of membership shall be set at the discretion of the Board of Directors.

4.4 EFFECTIVE DATE OF MEMBERSHIP: The effective date of membership shall coincide to the fiscal year of the Association.

4.5 TERMINATION OF MEMBERSHIP: Membership shall terminate at the end of the fiscal year of the JSBA. A grace period of sixty days will be in effect, allowing such time for members to send in their renewal dues before they are officially removed from the membership rolls. No member who is in arrears in his/her payment of dues will be allowed to vote at the Annual Membership Meeting or by ballot on issues and elections presented to the membership.

4.6 VOTING AND ELECTIONS: Elections shall be conducted by written, secret ballots. They shall be held annually for open positions on the Board of Directors and the Nominating Committee Chair. Ballots shall also include any proposed bylaws amendments and any major policy decisions or changes which have been presented to the membership.

Members shall have twenty (20) days from the date of the ballot postmark to return their ballots. Majority vote of ballots cast shall prevail.

Results of the voting shall be reported to the President. Ballots shall be forwarded to the President for certification. The President shall report the vote counts to the membership.

### ARTICLE V MEMBERSHIP MEETINGS

5.1 ANNUAL MEETING: An annual membership meeting shall be held at such place and time as may be designated by the Board of Directors.

5.2 SPECIAL MEETINGS: Special meetings of the membership may be called at such times and places and on such notice as the Board may designate, or call by the Secretary upon receipt of petition by 20% of the active members.

5.3 NOTICE OF MEMBERSHIP MEETINGS: Written notice of the time and place of the membership meetings shall be mailed to the members at least thirty (30) days prior to such meetings. Such notice shall include an agenda of the meeting, any ballots to be used, and any proposed changes to the bylaws.

5.4 QUORUM: The members present at any properly called membership meeting shall constitute a quorum; however, no additions, deletions, alterations or changes to the Bylaws of the JSBA shall be authorized without submission for vote to the full active membership.

5.5 CONDUCTING THE MEETING: All meetings of the membership of the JSBA shall be conducted by the President in accordance with the latest revised edition of Robert's Rules of Order except as otherwise specified in these Bylaws

5.6 ORDER OF BUSINESS: The Annual Membership Meeting is held for hearing the report of the Officers, the Board, and committee chairpersons, for the consideration of bylaw changes and for the transaction of any other business which may properly come before the meeting. The order of business at annual membership meetings shall be as follows:

- (a) Calling the meeting to order.
- (b) Approve the minutes of the last annual membership meeting and any subsequent special membership meetings.
- (c) Report of the Officers, Board of Directors and committee chairpersons.
- (d) Proposed bylaw changes.
- (e) Unfinished business.
- (f) New business.
- (g) Adjournment.

#### ARTICLE VI BOARD OF DIRECTORS

6.1 NUMBER, REPRESENTATION, AND QUALIFICATIONS: The Board of Directors shall consist of seven members consisting of five Regional Directors and two Directors from the membership at large. The number of seven Directors and five regions can be expanded or deleted from time to time by a mail ballot vote of the entire membership, but at no time shall the number of authorized Directors be less than three.

REGIONAL DIRECTORS are those Directors chosen to represent a designated geographic area of North America and have been elected by secret ballot of the active members of that specific region. (The Regional Director of Region I must reside in Region I and be chosen by the secret ballot of the resident members of Region 1 only. The same applies to all Regional Directors.)

DIRECTORS AT LARGE shall be nominated from the active membership without regard to residency and shall be elected by the secret ballot of the total membership.

QUALIFICATIONS: Only an individual who has been a member of the JSBA for a minimum of two years, who is raising and registering his/her sheep with JSBA, and who is otherwise in good standing shall be eligible for election (or appointment, in the case of a vacancy) to the Board.

Regional Directors and Directors At Large shall not hold the positions of Director and Inspector simultaneously. Regional Directors and Directors at Large shall not hold the positions of JSBA Director and director of another Jacob Sheep organization simultaneously.

6.2 AUTHORITY. The Board of Directors of the JSBA shall be the governing board of the JSBA and shall be responsible for all corporate expenses, properties, funds, debts, and day to day operations. Major policy decisions and/or changes shall be submitted to the entire membership for vote by written ballot. Any policy decision affecting or altering any provision of these Bylaws shall comply with provisions of Article X.

6.3 DELEGATION OF AUTHORITY: Members, staff, Directors, officers and others may act in the name and on behalf of the JSBA only when specifically authorized to do so by the Board.

6.4 TERMS OF DIRECTORS: Directors shall serve a term of three (3) years and the terms will be staggered so that approximately one third of the Directors will be elected each year. A Director shall serve no more than two consecutive elected three-year terms.

6.5 VACANCIES ON THE BOARD: Vacancies may occur during the term of a Board member by death, resignation, removal, disqualification, incapacitation, or by expansion of the Board at the discretion of the Board.

(a) Any Director may resign at any time by giving written notice to the Board through the President. The resignation of any Director shall take effect upon receipt of the notice or at such later date as shall be specified in such notice. The acceptance of such resignation shall not be necessary to make it effective.

(b) Any Director may be removed from the Board for just cause by the affirmative vote of two thirds (2/3) of the currently existing members of the Board. Any Director shall have the right to speak on his/her own behalf before a vote on removal by the Board.

(c) Vacancies shall be filled by Board appointment to serve until the next regular election. At that time, election shall be held for the remaining years of the unexpired term.

6.6 ELECTION OF BOARD OFFICERS: The Board of Directors shall elect all officers for a one year term. Only board members may serve as officers of the Board. The election of Board officers shall occur at the first Board meeting following the annual election of members of the Board.

**6.7 COMPOSITION AND DUTIES OF BOARD OFFICERS:** The officers of the Board shall be President, Vice President, Secretary, and Treasurer.

(a) The President shall be the chief officer of the JSBA and shall perform the duties of general supervision of the business and affairs of the JSBA. He/she shall preside at all meetings of the Board and of the membership. He/she may sign and/or the duly appointed Business Officer may sign, in the name of the corporation all documents or instruments which are necessary and proper to be executed in the course of the corporation business. The President shall be an ex-officio participant of all committees appointed by the Board.

(b) The Vice-President shall, in the absence of or the incapacity of the President, act in the capacity of the President.

(c) The Secretary is subject to the ultimate will of the Board and in compliance with the Bylaws:

-shall record the proceedings of all Board and membership meetings. If a meeting goes into closed session to deal with matters of personnel the Secretary shall not take minutes except as shall be ordered by the Board.

-shall insure that members of the Board receive a copy of the minutes within thirty (30) days of the meeting.

-shall be responsible for maintaining all official documents, minute books, and such other matters entrusted to the Secretary's keeping. The Secretary shall see that all such documents are kept under proper care and safekeeping.

-shall insure that a register containing the names and addresses of all members is being properly kept and maintained by the Board.

-shall assist the President and the Board in the preparation of the required report of the officers and the Board to the membership.

-shall record and keep a permanent file of any letter ballots received from general membership vote. Results of such votes shall be published within thirty (30) days of close of such vote and distributed to the general membership.

-shall perform such other activities as may be set by the Board.

(d) The Treasurer of the Board shall be responsible for the financial administrative policies established by the Board and shall perform the duties of supervision over the responsibility for the funds, securities, receipts, and disbursements of the corporation. The Treasurer is responsible for bringing any questionable expenditure to the attention of the Board in a timely manner and shall see that a timely record of the financial activity of the JSBA be properly preserved. He/she shall be empowered (without regard to the will of the Board or the members) to require from any Director, officer, staff worker, or associate of the JSBA any financial documents, reports or statements giving such true information as may be desired with respect to any and all financial transactions of or with the corporation. The Treasurer shall be responsible for presenting an annual budget as well as seeing that the yearly review of the financial records is conducted. In the event the Board establishes a business office, the Treasurer shall work directly with the Business Officer.

**6.8 VACANCIES OF A BOARD OFFICE:** Vacancies may occur during the term of an office by death, resignation, removal, disqualification, incapacitation or otherwise. In the event that a vacancy does occur, the office, with the exception of the President, shall be filled at the time of the next Board meeting.

**6.9 SUBORDINATED AGENTS AND ADVISORS TO THE BOARD:** The Board may appoint such other agents or advisors to the Board as it may deem necessary or advisable. The appointments shall be for such period and with such authority, and for such compensation and duties as the Board may determine. Such agents or advisors shall not be Board members but may be required to participate in Board meetings. Such agents or advisors may or may not include a Registrar, Membership/Corresponding Secretary, and a Business Officer.

**6.10 COMPENSATION:** Directors shall serve without compensation except that they may be reimbursed for actual expenses incurred in the performance of duties as a Director or officer of the JSBA.

**6.11 CONFLICT OF INTEREST:** Directors shall be under obligation to disclose their actual or potential conflicts of interest in any matter under consideration by the Board. Directors having such conflicts shall absent themselves from discussion and decision of the matter unless otherwise determined by the Board. If the Board perceives that a Director has a conflict of interest and that Director has not disqualified him/herself from discussion and decision of a matter, then the Board, with a majority vote of those present, may move to disqualify that Director from discussion and decision of such matter.

**6.12 STANDARDS OF CONDUCT.** Directors shall be responsible for discharging their duties in good faith, in a manner that they believe to be in the best interests of the JSBA and with the care that a prudent person would use under similar circumstances.

## ARTICLE VII BOARD MEETINGS

7.1 **BOARD MEETINGS** shall be held at least twice a year but may be held more frequently. Board meetings may be held by personal attendance of the Board members and/or by participation by conference call. The time of the meeting shall be set by the President with the approval of the Board, the setting of the time preferably occurring as one of the last items on the agenda of the preceding Board meeting.

7.2 GENERAL NOTICE OF UPCOMING BOARD MEETINGS: Written notice of the time and place of the Board meeting shall be mailed to the address of record to all Board members and ex-officio participants. This notice shall be mailed at least 30 days prior to the meeting and shall contain a copy of the agenda prepared by the President and a copy of the minutes of the previous meeting.

7.3 QUORUM: Half of the existing Board members, plus one, not counting vacancies, shall constitute a quorum.

7.4 PROXIES OR ABSENTEE BALLOTS: No proxies or absentee ballots may be used at Board meetings.

7.5 VOTING: Only Board members may vote at any Board meeting. The act of the majority of those votes cast shall be considered an act of the Board.

7.6 OPEN BOARD MEETINGS: Any individual, including a member of the Association or the general public may attend a meeting of the Board of the JSBA; however, in order to address the Board or to comment to the Board they must be recognized by the President.

7.7 CLOSED SESSION OF THE BOARD: The Board shall go into closed session to deal with fiscal or personnel matters. Any non Board member may be excluded by the Board during closed session.

7.8 ATTENDANCE BY BOARD MEMBERS: Absence of any Board member from two consecutive meetings without notifying the President or Secretary of the Board will be grounds for removal action on the part of the Board.

7.9 CONDUCTING BOARD MEETINGS: All meetings of the Board shall be conducted by the President or Vice-President, or in the absence of both of the officers, by a member elected by the Board. These meetings shall be conducted in accordance with the latest revised edition of Robert's Rules of Order except as otherwise specified in these bylaws.

7.10 ORDER OF BUSINESS: Business meetings are held for the purpose of transacting corporate business. The order of business shall be as follows:

- (a) Roll call and determination of quorum.
- (b) Call to order.
- (c) Reading and approval of minutes.
- (d) Election of new officers.
- (e) Treasurer's report.
- (f) General Manager's report (if any).
- (g) Reports from committees and advisors.
- (h) Proposed bylaw changes.
- (i) Staff problems.
- (j) Unfinished business.
- (k) New business.
- (l) Arrangement for next meeting.
- (m) Adjournment.

#### ARTICLE VIII COMMITTEES OF THE BOARD

8.1 ESTABLISHMENT OF COMMITTEES: The Board may establish committees to perform such duties and to have such power as may be set by the Board. These committees shall assist the Board with specialized tasks delegated to the committees. The role of the committees shall be of an advisory and assisting nature. Each committee may make its own rules of governing the conduct of its activities provided they are in compliance with the wishes of the Board. Committees shall have no authority to exercise control over the daily management or operation of the corporation. The Board shall directly oversee all committees. Committees shall act through the authority of the Board in compliance with the bylaws. A Board member may serve on each committee. All committees shall be appointed, dismissed or restructured individually by the President with the approval of the Board. Any committee member can resign at any time giving written notice to the Board. The acceptance of that resignation shall not be necessary to make it effective. The President, with the approval of the Board, shall have the power to change the membership of any committee, to fill vacancies, and to discharge any member of any committee. The President shall be ex officio a member of all committees, except the Nominating Committee.

#### 8.2 STANDING COMMITTEES:

(a) Nominations and Elections Committee: The Nominations and Elections Committee shall consist of three non-board members and shall generate and submit names of individuals for nomination to Board positions. The committee chair shall be elected annually by the general membership and shall appoint the remaining two committee members, also for one year terms. Each Regional Director nomination once agreed to by the nominee, shall be submitted to members of that region for election. Nominees for Directors At Large shall be submitted to the general membership for election. An individual shall not have to be nominated by the committee to run for, be elected to, or be appointed to a Board position. Nominations for Board positions may be

made from the floor of the general membership meeting or in writing or by phone to members of the Nominations and Elections Committee. Membership ballots shall be mailed to and counted by the committee chair; the results and ballots then forwarded to the President for certification.

(b) Breed Standard and Pedigree Records Committee: This committee shall participate with the Board in the development of a breed standard and in the maintenance of pedigree records for the Jacob sheep breed. Upon the adoption of initial breed standards and acceptance of pedigree information the Board may appoint a Registrar to process and maintain pedigree records. The Registrar need not be a member if so chosen by the Board.

(c) Inspection and Certification Committee: This committee shall participate with the Board with the development of an inspection and progeny testing system which will endeavor to keep registered stock as nearly like the standards, for which the breed adopted by the Board as is possible.

#### ARTICLE IX STAFF PERSONNEL

9.1 DEFINITION OF STAFF PERSONNEL: Staff personnel shall include those persons who fit into one or more of the following categories:

- (a) all employees of the Association who receive monetary gain.
- (b) All student interns who receive credit through accredited schools.

9.2 PERSONNEL POLICIES: The Board of Directors shall insure that there is an up to date version of the personnel policies for staff personnel to follow. The personnel policies shall assist staff personnel in understanding their benefits, privileges, and responsibilities. The personnel policies shall include sections addressing equal employment opportunity, a personnel grievance procedure, the responsibilities of complying with the provisions of the bylaws and appropriate regulations, along with other rules and obligations to follow.

9.3 PERSONNEL RECORDS: Personnel records of staff shall be kept in the principal office of the Association, or in such other location as the Board shall determine. Personnel records shall be open only to the Board of Directors or other such persons specifically authorized by the Board. In addition, each individual on whom a personnel file is kept or his/her agent shall be authorized to examine the contents of his/her particular personnel file at any reasonable time.

#### ARTICLE X BYLAW AMENDMENTS

10.1 PROPOSED BYLAW AMENDMENTS: Proposed bylaws changes may be initiated by the Board, the Bylaws Committee, or by petition signed by not less than 25% of the members of the association.

10.2 BYLAWS AMENDMENTS: These bylaws may be amended by a majority vote of written ballots cast by mail of the membership. The mail vote can be waived provided the number of members present and voting at such properly called meeting shall constitute 75% of the total active membership and the vote is decided by a two thirds (2/3) majority vote.

#### ARTICLE XI DISSOLUTION AND SUCCESSION

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization(s) organized for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) as the Board of Directors shall determine.

Any such assets not so disposed of shall be disposed of by the District Court in the county on which the principal office of the Association is located, exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

#### ARTICLE XII ADOPTION

These bylaws of the Jacob Sheep Breeders Association were passed by an unanimous vote of the said organization at a meeting of founding members and temporary officers held on September 24, 1988.

JACOB SHEEP BREEDERS ASSOCIATION, INC.

*Revisions to these bylaws were passed by the general membership vote in 1992, 1995, 1997, 2000. and 2008.*

*The most recent revisions to these bylaws were passed by the 2008 general membership vote. See JSBA Newsletters, Vol. 19, Issue 3, Fall 2007, page 14, and Vol. 20, Issues 1 & 2, Spring and Summer 2008, page 3.*

## **JSBA VOLUNTEERS - OFFICERS, DIRECTORS, COMMITTEES, AND OTHER POSITIONS**

### **JSBA Board of Directors - 2007**

Director, Region 1 - Northwest - Barbara Schultz, 250 N. Jacob Miller Rd., Port Townsend, WA 98368; (360) 379-0338; barbara8@direcway.com

Director, Region 2 - North - Dan Carpenter, 3405 Parman Rd., Dansville, MI 48819; (517) 565-3060; Hobsickle@aol.com

Director, Region 3 - Northeast - Betty Berlenbach, 1961 Plains Road, Perkinsville, VT 05151; (802) 263--9345; lambfarm@sover.net

Director, Region 4 - Southwest - Kay Kreutzer, 15165 Hwy 10, Kearney, NE 68847; (308) 237-5713; kkreutzer@blackandwhitesheep.com

Director, Region 5 - Southeast - Linda Bjarkman, 1197 Eastman Mountain Rd., Tiger, GA 30576; (706) 782-7578; patchworkfibers@alltel.net

Director At Large - Position 1 - Gary Anderson; 12250 Phelps Ave., Sparta, MI 49435; (530) 756-1193; gbanderson@ucdavis.edu

Director At Large - Position 2 - JoAnn Laughlin; PO Box 37, Swedesboro, NJ 08085; (856) 467-2889; phil2jdl@msn.com

### **Other JSBA Positions**

**Business Office** - Shannon Phifer, 83136 Rattlesnake Rd., Dexter, OR 97431; (541)747-6149, kenleighacres@yahoo.com

**JSBA Webmaster** - Linda Bjarkman, JSBA web site: [www.jsba.org](http://www.jsba.org)

**Bylaws Committee** - Chairperson - Marianne Craft Norton

**Inspection Committee**- Doug Montgomery, Chairperson

### **Inspectors:**

Julie Cooney

Carl Fosbrink

Doug Montgomery

Ingrid Painter

Royal Unzicker

Sandra Van Liew

### **Jacob Sheep Shop Chair**

Judy Fosbrink, 2447 No. County Rd 1000 E, Seymour, IN 47274 carlfosbrink@yahoo.com

**Membership Secretary** - Mickey Ramirez, 2540 W. Mulberry, Fort Collins, CO 80521 (970) 491-9750, schmick54@aol.com

**Newsletter Editor (Acting)** - Gail Carpenter, 3405 Parman Rd., Dansville, MI 48819;  
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**Guidebook Editor** - Jo Ann Laughlin, PO Box 37, Swedesboro, NJ 08085  
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**Nominating Committee** Chairperson - Ron Fleming, 19226 Cty Hwy 12, Audubon, MN  
56511; (218) 439-6585; sfleming@lakesnet.net

**Registrar** - Robin Lynde, 7811 N. Meridian Rd., Vacaville, CA 95688 (707) 678-5750,  
rlynde@onramp113.org