CASI

POLICIES MANUAL

CHILI APPRECIATION SOCIETY INTERNATIONAL, INC. (CASI)

REVISED: **04**/2017

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1. CASI GENERAL POLICY:

1.1. PURPOSE: THE PURPOSE OF THESE GENERAL POLICIES IS TO RECORD THE STANDING POLICIES THAT HAVE BEEN APPROVED THROUGHOUT THE YEARS BY THE CASI BOARD OF DIRECTORS AND GREAT PEPPERS.

1.2. RECOGNIZED AUTHORITY: THE CASI BOARD OF DIRECTORS IS CHARGED WITH THE GENERAL DAY-TO-DAY OPERATIONS OF THE ORGANIZATION AND WILL ABIDE BY THE ORGANIZATION'S BYLAWS AND POLICIES. THE BOARD HAS THE RIGHT TO CHANGE THE BYLAWS AND POLICIES BY A MAJORITY VOTE OF THE BOARD MEMBERS, WHEN ACCOMPLISHED UNDER THE GUIDELINES OF THE BYLAWS.

2 ORGANIZATION:

2.1 CASI ORGANIZATION –

THE BODY OF GREAT PEPPERS FUNCTION AS THE VOTING DELEGATES REPRESENTING THEIR RESPECTIVE CASI POD, WITH THE MAIN RESPONSIBILITY OF RULE CHANGES, ELECTION OF THE CASI BOARD OF DIRECTORS, AND COMMUNICATION LIAISON BETWEEN THE BOARD MEMBERS AND THE CASI MEMBERS. THE GREAT PEPPERS ACT AS THE CASI OFFICIAL IN THE AREAS REPRESENTED BY THEIR POD.

2.2 EXECUTIVE DIRECTOR/BOARD OF DIRECTORS AND GREAT PEPPERS

THE GREAT PEPPERS WILL FUNCTION THROUGH THE CASI EXECUTIVE DIRECTOR. DAY TO DAY ADMINISTRATION OF CASI WILL BE HANDLED BY AND THROUGH THE EXECUTIVE DIRECTOR (ED). POLICY MAKING WILL BE DIRECTED BY THE CURRENT CASI BYLAWS. THE ELECTED BOARD OF DIRECTORS WILL ADMINISTER THE BUSINESS FUNCTIONS OF THE CASI ORGANIZATION. (BOD- REVISED 02/2016)

3 OPERATIONS/ADMINISTRATION

3.1 OPERATIONS

3.1.1 MEMBERSHIP DUES:

THE CASI MEMBERSHIP DUES BY CATEGORY ARE:

ANNUAL MEMBERSHIP - $25.00 (BOD 02/2015)

LIFETIME MEMBERSHIP - $425. 00 (BOD 07/2015)

CORPORATE MEMBERSHIP - $125.00 (BOD 03/2015)

3.1.2 TRAILS TO SPONSORS:

ALL SPONSORS WILL BE ADDED TO THE MEMBERSHIP LIST AND RECEIVE AN ELECTRONIC MONTHLY COPY OF THE TERLINGUA TRAILS. (BOD REVISED 02/16)

3.1.3 RULE CHANGES:

CHILI AND SHOWMANSHIP (1):

THE CASI CHILI COOKING AND SHOWMANSHIP RULES WILL BE OPEN FOR AMENDMENT EVERY THIRD YEAR AT THE ANNUAL CASI GREAT PEPPERS MEETING. EMERGENCY EXCEPTIONS MAY BE MADE BY THE BOARD OF DIRECTORS. (GPM 09/99)

3.1.3.1 CHILI AND SHOWMANSHIP (2):

THE CASI CHILI COOKING AND SHOWMANSHIP RULES WILL BE OPEN FOR AMENDMENT EVERY THIRD YEAR AT THE ANNUAL CASI GREAT PEPPERS MEETING. EXCEPTIONS, DEEMED APPROPRIATE BY THE BOARD OF DIRECTORS, MAY BE PRESENTED TO THE GREAT PEPPERS AS NEEDED. (REVISED BOD 02/2016)

3.1.4 REGIONAL REFEREES:

REGIONAL REFEREES WILL REPORT DIRECTLY TO THE CASI SENIOR REFEREE, WHO REPORTS TO THE CASI EXECUTIVE DIRECTOR. THE REGIONAL REFEREES AND THE AREA REFEREES SHOULD BE AN ACTIVE EXPERIENCED CHILIHEAD. ALL REFEREES WILL SERVE FOR THE CHILI YEAR THAT THEY ARE APPOINTED AND MUST BE ACTIVE MEMBERS OF CASI. (REVISED 02/16)

3.1.5 COOK'S RESIDENCY:

A COOK'S RESIDENCY IS DETERMINED BY WHERE ONE LIVES AND VALID DRIVER'S LICENSE IS USED TO VERIFY SUCH. COOKS MOVING FROM OR TO A 12-POINT STATE, REQUIRING DIFFERENT POINTS, WILL HAVE QUALIFICATION HANDLED ON AN INDIVIDUAL BASIS BY THE BOARD OF DIRECTORS. THE TALLYMASTER AND MEMBERSHIP DIRECTOR SHOULD BE NOTIFIED BY THE COOK OF THE MOVE. (REVISED 02/16)

3.1.6 DETERMINING STATE CHAMPIONS AND RUNNERS UP:

STATE CHAMPIONSHIPS AND RUNNERS UP WILL BE DETERMINED BY STATE OF RESIDENCY. (BOD 09/87; REAFFIRMED 02/04)

3.1.7 POLICY FOR CASI STATE CHAMPIONSHIPS **(REVISED 07/2016)**

APPROVAL:

THE CASI RULES STATE THAT CASI MUST APPROVE NEW STATE CHAMPIONSHIPS. THIS IS INTERPRETED TO MEAN THAT THE BOARD OF DIRECTORS MAY APPROVE A STATE CHAMPIONSHIP IF IT IS NOT EXPEDIENT FOR THE GREAT PEPPERS TO DO SO.

3.1.7.1 APPLICATIONS:

SPONSORS/PROMOTERS INTERESTED IN STARTING A NEW STATE CHAMPIONSHIP COOKOFF SHOULD COMPLETE THE STATE CHAMPIONSHIP COOKOFF QUESTIONNAIRE AND RETURN IT TO THE CASI EXECUTIVE DIRECTOR. THE CASI CHAMPIONSHIP EVENTS COMMITTEE WILL THEN REVIEW THE APPLICATIONS FOR COMPLETENESS AND CONTENT. IF MULTIPLE APPLICATIONS ARE RECEIVED, THE COMMITTEE MAY GIVE THEIR SUGGESTED PRIORITY OF THE APPLICATIONS TO THE BOARD.

3.1.7.2 RIGHTS/OBLIGATIONS:

ONCE GRANTED A STATE CHAMPIONSHIP, THE SPONSOR RETAINS THE RIGHT TO HOLD THE EVENT EACH YEAR WITHOUT A SPECIAL REQUEST TO CASI. THE CHAMPIONSHIP MUST ADVERTISE AS BEING THE CHAMPIONSHIP, WITH AUTOMATIC QUALIFICATION FOR TICC ACCORDING TO THE CURRENT CASI RULES ON QUALIFICATIONS. ALL OTHER CASI RULES APPLY.

3.1.7.3 LAPSES:

IN THE EVENT A STATE CHAMPIONSHIP IS NOT HELD IN A CHILI YEAR, THE RIGHT OF THE SPONSOR TO THE TITLE "STATE CHAMPIONSHIP" LAPSES. ANY

PROSPECTIVE SPONSOR MAY THEN APPLY TO CASI AS IF THE STATE CHAMPIONSHIP WERE A NEW COOKOFF.

3.1.8 _RELINQUISHING AN EXISTING CHAMPIONSHIP:

3.1.8.1 IF AN EXISTING CHAMPIONSHIP'S SPONSOR RELINQUISHES THEIR RIGHT TO HOLD THE EVENT, BY NOTIFYING THE CASI EXECUTIVE DIRECTOR OR PRESIDENT, THEN THE FOLLOWING WILL BE THE STEPS TO SELECT A NEW SPONSOR:

3.1.8.2 THE CASI EXECUTIVE DIRECTOR WILL ANNOUNCE THAT THE EXISTING STATE CHAMPIONSHIP IS AVAILABLE AND SPONSORS/PROMOTERS INTERESTED IN OBTAINING THE RIGHTS TO HOLD THE EVENT SHOULD COMPLETE THE STATE CHAMPIONSHIP QUESTIONNAIRE AND RETURN IT TO THE CASI EXECUTIVE DIRECTOR. THE EXECUTIVE DIRECTOR WILL ANNOUNCE THE DEADLINE FOR APPLICATIONS TO BE ACCEPTED.

3.1.8.3 THE CASI CHAMPIONSHIP EVENTS COMMITTEE WILL THEN REVIEW THE APPLICATIONS FOR COMPLETENESS AND CONTENT. IF MULTIPLE APPLICATIONS ARE RECEIVED, THE COMMITTEE MAY GIVE THEIR SUGGESTED PRIORITY OF THE APPLICATIONS TO THE BOARD.

3.1.8.4 THE EXECUTIVE DIRECTOR WILL DISTRIBUTE THE APPLICATIONS TO THE GREAT PEPPERS OF THE PODS IN THE STATE IN WHICH THE CHAMPIONSHIP IS BEING REVIEWED. THE EXECUTIVE DIRECTOR WILL CONDUCT A CAUCUS CONSISTING OF THESE GREAT PEPPERS AT THE GREAT PEPPER'S MEETING AND WILL CONDUCT A VOTE TO AWARD THE RIGHTS OF THE STATE CHAMPIONSHIP TO A NEW SPONSOR/PROMOTER/GROUP IN CASE OF A TIE IN THE VOTING OF THE PODS INVOLVED IN THE STATE IN WHICH THE CHAMPIONSHIP IS IN QUESTION, THEN THE BOARD OF DIRECTORS WILL VOTE AND THE MAJORITY VOTE OF THE BOARD WILL BREAK THE TIE.

3.1.8.5 IN CASES WHERE THERE ARE LESS THAN THREE PODS INVOLVED IN THE STATE, THEN THE PODS WILL REVIEW THE APPLICATIONS AND THE GREAT PEPPER OF THOSE PODS WILL MAKE A RECOMMENDATION TO THE BOARD OF DIRECTORS. THE BOARD WILL THEN TAKE A VOTE AND THE MAJORITY OF VOTES WILL AWARD THE RIGHTS TO THE STATE CHAMPIONSHIP.

3.1.9 EXISTING CHAMPIONSHIPS:

3.1.9.1 DWINDLING NUMBERS:

IN STATES WHERE THE EXISTING CHAMPIONSHIP MAY HAVE DWINDLING NUMBERS IN COOKS ATTENDING, SPECTATOR CROWD DWINDLING, OR DWINDLING SUPPORT TO AND/OR FROM THE SPONSORS, A MAJORITY OF THE GREAT PEPPERS IN THAT STATE MAY PETITION THE CHAMPIONSHIP EVENT

COMMITTEE TO REVIEW THE REPORTED COOKOFF RESULTS AND THE COMMITTEE MAY MAKE A RECOMMENDATION FOR REVIEW OF THE BOARD

3.1.9.2 BOARD ACTION:

A MOTION MAY BE MADE BY THE BOARD AND A MAJORITY OF THE VOTES WILL DETERMINE IF THE EXISTING CHAMPIONSHIP REMAINS WITH THE CURRENT SPONSOR/PROMOTER OR IF THE BOARD WILL FOLLOW THE RELINQUISHING EXISTING CHAMPIONSHIP POLICY AND SEEK APPLICATIONS FOR A NEW SPONSOR/PROMOTER.

3.1.10 DOCUMENT RETENTION:

THE ORGANIZATION (CASI) TAKES SERIOUSLY ITS OBLIGATIONS TO PRESERVE INFORMATION RELATING TO LITIGATION, AUDITS, AND INVESTIGATIONS.

PURPOSE:

THE INFORMATION LISTED IN THE RETENTION SCHEDULE BELOW IS INTENDED AS A GUIDELINE AND MAY NOT CONTAIN ALL THE RECORDS THE ORGANIZATION MAY BE REQUIRED TO KEEP IN THE FUTURE. QUESTIONS REGARDING THE RETENTION OF DOCUMENTS NOT LISTED IN THIS CHART SHOULD BE DIRECTED TO THE CASI SECRETARY

NOTICES:

FROM TIME TO TIME, THE PRESIDENT OR EXECUTIVE DIRECTOR MAY ISSUE A NOTICE, KNOWN AS A "LEGAL HOLD," SUSPENDING THE DESTRUCTION OF RECORDS DUE TO PENDING, THREATENED, OR OTHERWISE REASONABLY FORESEEABLE LITIGATION, AUDITS, GOVERNMENT INVESTIGATIONS, OR SIMILAR PROCEEDINGS. NO RECORDS SPECIFIED IN ANY LEGAL HOLD MAY BE DESTROYED, EVEN IF THE SCHEDULED DESTRUCTION DATE HAS PASSED, UNTIL THE LEGAL HOLD IS WITHDRAWN IN WRITING BY THE PRESIDENT.

RECORDS IN "HOLD":

NO RECORDS SPECIFIED IN ANY LEGAL HOLD MAY BE DESTROYED, EVEN IF THE SCHEDULED DESTRUCTION DATE HAS PASSED, UNTIL THE LEGAL HOLD IS WITHDRAWN IN WRITING BY THE PRESIDENT.

FILE CATEGORY	ITEM	RETENTION PERIOD
CORPORATE RECORDS	BYLAWS AND ARTICLES OF INCORPORATION	PERMANENT
	CORPORATE RESOLUTIONS	PERMANENT
	BOARD AND COMMITTEE MEETING AGENDAS AND MINUTES	PERMANENT
	CONFLICT-OF-INTEREST DISCLOSURE FORMS	4 YEARS
FINANCE AND ADMINISTRATION	FINANCIAL STATEMENTS (AUDITED)	7 YEARS
	AUDITOR MANAGEMENT LETTERS	7 YEARS
	PAYROLL RECORDS	7 YEARS
	CHECK REGISTER AND CHECKS	7 YEARS
	BANK DEPOSITS AND STATEMENTS	7 YEARS
	CHART OF ACCOUNTS	7 YEARS
	GENERAL LEDGERS AND JOURNALS (INCLUDES BANK RECONCILIATIONS)	7 YEARS
	INVESTMENT PERFORMANCE REPORTS	7 YEARS
	EQUIPMENT FILES AND MAINTENANCE RECORDS	7 YEARS AFTER DISPOSITION
	CONTRACTS AND AGREEMENTS	7 YEARS AFTER ALL OBLIGATIONS END
	CORRESPONDENCE — GENERAL	3 YEARS
INSURANCE RECORDS	POLICIES — OCCURRENCE TYPE	PERMANENT
	POLICIES — CLAIMS-MADE TYPE	PERMANENT
	ACCIDENT REPORTS	7 YEARS
	SAFETY (OSHA) REPORTS	7 YEARS
	CLAIMS (AFTER SETTLEMENT)	7 YEARS
	GROUP DISABILITY RECORDS	7 YEARS AFTER END OF BENEFITS
REAL ESTATE	DEEDS	PERMANENT
	LEASES (EXPIRED)	7 YEARS AFTER ALL

		OBLIGATIONS END
	MORTGAGES, SECURITY AGREEMENTS	7 YEARS AFTER ALL OBLIGATIONS END
TAX	IRS EXEMPTION DETERMINATION AND RELATED CORRESPONDENCE	PERMANENT
	IRS FORM 990S	7 YEARS
	CHARITABLE ORGANIZATIONS REGISTRATION STATEMENTS (FILED WITH MINNESOTA ATTORNEY GENERAL)	7 YEARS
HUMAN RESOURCES	EMPLOYEE PERSONNEL FILES	PERMANENT
	RETIREMENT PLAN BENEFITS (PLAN DESCRIPTIONS, PLAN DOCUMENTS)	PERMANENT
	EMPLOYEE HANDBOOKS	PERMANENT
	WORKERS COMP CLAIMS (AFTER SETTLEMENT)	7 YEARS
	EMPLOYEE ORIENTATION AND TRAINING MATERIALS	7 YEARS AFTER USE ENDS
	EMPLOYMENT APPLICATIONS	3 YEARS
	IRS FORM I-9 (STORE SEPARATE FROM PERSONNEL FILE)	GREATER OF 1 YEAR AFTER END OF SERVICE, OR THREE YEARS
	WITHHOLDING TAX STATEMENTS	7 YEARS
	TIMECARDS	3 YEARS
TECHNOLOGY	SOFTWARE LICENSES AND SUPPORT AGREEMENTS	7 YEARS AFTER ALL OBLIGATIONS END

DOCUMENT DESTRUCTION PROCESS

THE SECRETARY 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 PERSONNEL-RELATED DOCUMENTS WILL BE ACCOMPLISHED BY SHREDDING.

DOCUMENT DESTRUCTION WILL BE SUSPENDED IMMEDIATELY, UPON ANY INDICATION OF AN OFFICIAL INVESTIGATION OR WHEN A LAWSUIT IS FILED OR APPEARS IMMINENT. DESTRUCTION WILL BE REINSTATED UPON CONCLUSION OF THE INVESTIGATION.

3.1.11 COMPLIANCE.

3.1.11.1 RESPONSIBILITIES:

THE DIRECTORS ARE RESPONSIBLE FOR REVIEWING, UPDATING, AND ASSURING COMPLIANCE WITH THE ITEMS SHOWN IN THE CHART, CASI-CHILI APPRECIATION SOCIETY INTERNATIONAL REGULATORY STATUS, BELOW:

CASI - Chili Appreciation Society International
Regulatory Status

A Trademarks

	Trademark	State/USA	Reg. Date	Reg. #	Goods/Service	Next Action Deadline
1	CASI & Design Logo	Texas	4/2/1984	4328417	Conducting Chili Cooking Contest (IC 41)	4/11/2019
2	CASI & Design Logo	Texas	4/11/1984	4333917	Misc (IC 42)	4/2/2019
3	Terlingua International Chili Championship	USA	12/30/1997	2,124,956	Entertainment svcs, namely, organizing, promoting, and conducting chili making contest and events promoting chili (IC 41)	12/30/2017
4	CASI & Design Logo	USA	6/19/1990	1,602,975	Organizing and conducting chili making events (IC 41)	6/19/2020
5	CASI & Design Logo	USA	9/29/1989	1,664,573	Indicating membership in applicant organization which is an association of persons interested in chili and chili making (IC 200)	11/12/2021
6	CHILI APPRECIATION SOCIETY INTERNATIONAL	USA	5/25/1993	1,773,206	Services related to organizing, promoting, and conducting chili making contest and events (IC 41)	5/25/2023

Note: Above Handled by: Mark Miller, Attorney, Jackson Walker, L.L.P, 112 East Pecan, Suite 2400, San Antionio, 78205 210-978-7751 / mmiller@jw.com / www.jw.com

7	CASI - Word Only	Texas	10/1/2014	802054607	Service related to organizing, promoting, and conducting chili making events	10/1/2019

B Current CASI websites/domains:

	CASI Domains	Renewal Due:	Registered Name:	Company:
1	casichili.net	9/1/2015	R. Knight	Weebly
2	casichili.com	8/1/2016	R. Knight	GoDaddy
3	casichili.info	10/1/2014	R. Knight	GoDaddy

FAILURE ON THE PART OF VOLUNTEERS TO FOLLOW THIS POLICY CAN RESULT IN POSSIBLE CIVIL AND CRIMINAL SANCTIONS AGAINST THE ORGANIZATION AND ITS VOLUNTEERS AND POSSIBLE DISCIPLINARY ACTION AGAINST RESPONSIBLE INDIVIDUALS. THE PRESIDENT AND EXECUTIVE DIRECTOR WILL PERIODICALLY REVIEW THESE PROCEDURES WITH LEGAL COUNSEL OR THE ORGANIZATION'S CERTIFIED PUBLIC ACCOUNTANT TO ENSURE THAT THEY ARE IN COMPLIANCE WITH NEW OR REVISED REGULATIONS.

3.1.12 CASI TRADEMARK POLICY (3/2017)

TRADEMARK MODIFICATION

AT NO TIME WILL THE REGISTERED TRADEMARK BE USED WITHOUT THE KNOWLEDGE AND APPROVAL OF THE BOARD OF DIRECTORS. AT NO TIME, WILL THE REGISTERED TRADEMARK BE ALTERED. ALL USES OF THE TRADEMARKED CASI LOGO MAY ONLY BE AUTHORIZED BY VOTE THE BOARD OF DIRECTORS,

WITH EXCEPTION OF A CURRENT, ACTIVE GREAT PEPPER FOR USE IN A POD COOKOFF OR EVENT.

SHOULD UNAPPROVED USE OR UNAUTHORIZED MODIFICATION HAPPEN, IT WILL IMMEDIATELY BE BROUGHT TO THE PRESIDENT'S AND/OR EXECUTIVE DIRECTOR'S ATTENTION. THE PRESIDENT/EXECUTIVE DIRECTOR MAY ASK THE GOVERNANCE COMMITTEE TO REVIEW THE ISSUE AND REPORT BACK TO THE BOARD.

TO DATE, THE CASI BOARD HAS APPROVED USE OF THE TRADEMARKED LOGO ON LETTERHEADS AND EMAILS, APPROVED BRANDING ON CLOTHING, ADVERTISEMENTS, POSTERS OR AWARDS, MERCHANDISE TO BE SOLD AT THE TICC STORE, KRAZY FLATS, OR ONLINE STORE, AND FOR USE BY RECOGNIZED SPONSORS AND ON PRODUCTS BRANDED FOR MARKETING UNDER CURRENT LICENSING AGREEMENTS.

ANY UNAPPROVED USE OF THE REGISTERED TRADEMARK WILL BE CONSIDERED MISUSE AND POSSIBLE LEGAL ACTIONS COULD OCCUR.

TO PROTECT THE TRADEMARKED CASI LOGO, A CORPORATE ASSET, THERE WILL BE NO ALTERING OF THE REGISTERED TRADEMARK IN ANY WAY, MEANING NO CHARACTERS, NUMBERS, DIGITS, SIGNS, MARKS WILL BE SUPERIMPOSED OR APPLIED TO THE TOP OF OR BEHIND THE TRADEMARK. ADDING BANNERS, LETTERS, NUMBERS OR WORDS AROUND THE TRADEMARK MAY BE ACCEPTABLE, BUT DESIGNS MUST BE SUBMITTED TO THE GOVERNANCE COMMITTEE FOR REVIEW AND APPROVED BY THE BOARD OF DIRECTORS.

3.1.13 EMAIL VOTING POLICY (ADOPTED 01/10)

IT OCCASIONALLY BECOMES NECESSARY FOR THE BOARD TO VOTE ON MATTERS THAT ARE URGENT AND CANNOT BE HELD UNTIL THE NEXT BOARD MEETING. IN THE EVENT THIS OCCURS; THE FOLLOWING WILL BE THE BOARD'S POLICY:

3.1.14 IMMEDIATE ACTION:

WHEN A BOARD MEMBER HAS AN ITEM THAT REQUIRES IMMEDIATE ACTION, THE BOARD MEMBER WILL COMMUNICATE BY EMAIL WITH THE PRESIDENT AND EXECUTIVE DIRECTOR TO DETERMINE IF THERE IS STANDING FOR THE ISSUE. FOR EXAMPLE, IF THE ISSUE HAS BEEN DISCUSSED PREVIOUSLY AND A CASI POLICY IS IN EFFECT.

3.1.15 EMAIL MOTION:

IF IT IS DETERMINED THE ISSUE SHOULD BE PRESENTED TO THE ENTIRE BOARD, THE EXECUTIVE DIRECTOR WILL SEND AN EMAIL TO THE ENTIRE BOARD IN THE FORM OF A MOTION FROM THE PRESENTING MEMBER RELATIVE TO THE ISSUE. ANOTHER BOARD MEMBER WILL SECOND THE MOTION PRIOR TO ANY DISCUSSION ON THE MATTER. FAILING TO GET A SECOND, THE ISSUE WILL BE HELD OVER UNTIL THE NEXT BOARD MEETING. AFTER A SECOND TO THE MOTION IS RECEIVED, AN EMAIL DISCUSSION WILL BEGIN.

3.1.15.1 DISCUSSION PERIOD:

FORTY-EIGHT (48) HOURS AFTER THE COMMENCEMENT OF THE DISCUSSION, THE EXECUTIVE DIRECTOR WILL ADVISE THAT AN EMAIL VOTE WILL BE TAKEN. EMAIL VOTES WILL BE SENT TO THE EXECUTIVE DIRECTOR AND BOARD SECRETARY ONLY. THE ONLY EXCEPTION TO NUMBER 3.11.3 ABOVE WILL BE IF THE MOTION AND SECOND OCCUR ON A FRIDAY. IN THIS CASE, THE 48-HOUR TIME LIMIT WILL BE EXTENDED TO THE FOLLOWING TUESDAY MORNING TO ENSURE ALL DIRECTORS ARE AWARE OF THE CORRESPONDENCE.

AFTER A VOTE HAS BEEN SUBMITTED, IT CANNOT BE CHANGED.

WHEN ALL VOTES, OR A MAJORITY OF VOTES FOR OR AGAINST THE MATTER, HAVE BEEN RECEIVED, THE BOARD WILL BE ADVISED BY THE EXECUTIVE DIRECTOR OF THE OUTCOME OF THE VOTING. THE SECRETARY WILL RECORD THE EMAIL VOTE.

3.1.15.2 EMAIL VOTE BOARD RATIFICATION:

THE VOTE WILL BE RATIFIED AT THE NEXT BOARD MEETING SO AS TO ENSURE IT IS PROPERLY RECORDED IN THE MINUTES.

3.1.15.3 EMAIL REPORT TO GREAT PEPPERS –

EACH MONTH IN WHICH AN EMAIL VOTE BY THE BOARD OF DIRECTORS IS TAKEN, THE EXECUTIVE DIRECTOR WILL PROVIDE THE GREAT PEPPERS A REPORT OF ALL EMAIL VOTES TAKEN, INCLUDING THE SUBJECT OF THE VOTE, AND HOW INDIVIDUAL MEMBERS VOTED. (GPM 2015)

3.1.16 WHISTLEBLOWER POLICY (EFFECTIVE DATE: 06/28/2014)

3.1.16.1 GENERAL POLICY –

ALL VOLUNTEERS, DIRECTORS AND OFFICERS OF CASI-CHILI APPRECIATION SOCIETY INTERNATIONAL, INC, (CASI) WILL BE PROTECTED FROM ANY DISADVANTAGE CAUSED BY RAISING LEGITIMATE CONCERNS AND SHALL REPORT SUSPECTED ILLEGAL ACTIVITIES WITHIN THE ORGANIZATION.

3.1.16.2 PURPOSE –

CASI ENCOURAGES ITS VOLUNTEERS, DIRECTORS AND OFFICERS TO MAINTAIN HIGH ETHICAL STANDARDS. THIS WHISTLEBLOWER POLICY IS MEANT TO PROVIDE A CONFIDENTIAL AND EFFECTIVE MEANS FOR REPORTING SUSPECTED VIOLATIONS OF THE LAW. IT FURTHER SERVES TO PROTECT INDIVIDUALS WHO REPORT SUSPECTED VIOLATIONS FROM RETALIATION IN ANY FORM.

3.1.16.3 SAFEGUARDS/CONFIDENTIALITY

AN INDIVIDUAL MAY REPORT A SUSPECTED VIOLATION ANONYMOUSLY OR ON A CONFIDENTIAL BASIS, KEEPING IN MIND THAT IN THE COURSE OF THE INVESTIGATION IT MAY BECOME NECESSARY THAT THE SOURCE OF THE COMPLAINT BE IDENTIFIED.

3.1.16.4 RETALIATION –

NO INDIVIDUAL WHO REPORTS A SUSPECTED VIOLATION IN GOOD FAITH, WHETHER OR NOT THE ALLEGATION TURNS OUT TO BE CORRECT, SHALL BE SUBJECT TO ANY FORM OF RETALIATION, INCLUDING HARASSMENT, DEMOTION, OR FIRING, BY CASI OR ITS VOLUNTEERS. ANYONE WHO RETALIATES AGAINST A COMPLAINANT SHALL BE SUBJECT TO DISCIPLINARY ACTION.

CASI WILL NOT RETALIATE AGAINST VOLUNTEERS WHO DISCLOSE OR THREATEN TO DISCLOSE TO A DIRECTOR OR A PUBLIC BODY, ANY ACTIVITY, POLICY, OR PRACTICE OF CASI THAT THE VOLUNTEER REASONABLY BELIEVES IS IN VIOLATION OF A LAW, OR A RULE OR REGULATION MANDATED PURSUANT TO LAW, OR IS IN VIOLATION OF A CLEAR MANDATE OR PUBLIC POLICY CONCERNING THE HEALTH, SAFETY, WELFARE, OR PROTECTION OF THE ENVIRONMENT.

3.1.16.5 MALICIOUS ALLEGATIONS –

AN INDIVIDUAL IS NOT REQUIRED TO PROVE THE TRUTH OF AN ALLEGATION, BUT IS REQUIRED TO ACT IN GOOD FAITH. ANY INDIVIDUAL WHO DOES NOT ACT IN GOOD FAITH IN REPORTING A SUSPECTED VIOLATION MAY BE SUBJECT TO DISCIPLINARY ACTION.

3.1.16.6 OPEN DOOR POLICY/PROCEDURE –

IF A VOLUNTEER REASONABLY BELIEVES THAT SOME POLICY, PRACTICE OR ACTIVITY OF CASI IS IN VIOLATION OF THE LAW, OR A CLEAR MANDATE OR PUBLIC POLICY, THE VOLUNTEER SHOULD SHARE THEIR QUESTIONS, CONCERNS, SUGGESTIONS, OR COMPLAINTS WITH THE CASI EXECUTIVE DIRECTOR. IF THE

CONCERNS ARE NOT ADDRESSED, THE INDIVIDUAL SHOULD MAKE A FORMAL COMPLAINT AS OUTLINED BELOW.

3.1.16.7 REPORTING VIOLATIONS –

IF AN INDIVIDUAL REASONABLY BELIEVES THAT SOME PRACTICE OF CASI, A MEMBER OF THE BOARD OF DIRECTORS OR A BOARD COMMITTEE, A VOLUNTEER OF CASI, OR ANOTHER INDIVIDUAL OR ENTITY WITH WHOM CASI HAS A BUSINESS RELATIONSHIP IS IN VIOLATION OF THE LAW, THE VOLUNTEER MUST FILE A WRITTEN COMPLAINT WITH THE CASI EXECUTIVE DIRECTOR OR BOARD PRESIDENT.

HANDLING REPORTED VIOLATIONS –

THE EXECUTIVE DIRECTOR OR BOARD PRESIDENT WILL CONTACT THE COMPLAINANT WITHIN 10 BUSINESS DAYS AND ACKNOWLEDGE THE REPORTED VIOLATION WAS RECEIVED. THE COMPLAINANT WILL BE NOTIFIED ABOUT WHAT ACTIONS WILL BE TAKEN. IF NO FURTHER ACTION OR INVESTIGATION IS TO FOLLOW, AN EXPLANATION FOR THE DECISION WILL BE GIVEN TO THE COMPLAINANT.

ANY COMPLAINANT WHO REASONABLY BELIEVES THEY HAVE BEEN RETALIATED AGAINST IN VIOLATION OF THIS WHISTLE BLOWER POLICY SHALL FOLLOW THE SAME PROCEDURES AS THEY DID WHEN THEY FILED THE ORIGINAL COMPLAINT.

3.1.17 RELEASE OF BOARD AGENDA –

THE EXECUTIVE DIRECTOR WILL PROVIDE AN AGENDA TO EACH BOARD MEETING TO THE GREAT PEPPERS, AT LEAST 10 DAYS PRIOR TO THE MEETING. (BOD REVISED 02/16)

3.1.18 POSTING DOCUMENTS ON WEBSITE –

OFFICIAL DOCUMENTS WILL BE POSTED IN THE RESOURCE CENTER ON THE CASI OFFICIAL WEBSITE - HTTP://WWW.CASICHILI.NET/ . (BOD REVISED 02/16)

3.1.19DIRECTOR'S SHIRTS:

THE TYPE OF SHIRTS WILL BE DETERMINED ANNUALLY BY THE BOARD OF DIRECTORS; WHO WILL CONSIDER THE FINANCIAL IMPACT TO CASI OF THE TYPE, QUANTITY, AND RECIPIENTS OF SHIRTS ORDERED. (BOD 02/16-REVISED)

3.1.20 PURCHASES FOR CASI FOR ALL PODS

THE CASI MERCHANDISING DIRECTOR SHALL BE RESPONSIBLE FOR ACCEPTING THE ORDER FROM A POD OFFICIAL; GREAT PEPPER, PEPPER POPPER, SECRETARY OR TREASURER, WITH AN APPROVED CASI VENDOR. SHOULD THE CASI MERCHANDISING DIRECTOR NOT BE ASSIGNED, THE CASI TREASURER WILL ACCEPT THE DUTIES. (07/2017)

THE STEPS FOR PLACING AN ORDER ARE:

1) THE CASI MERCHANDISING DIRECTOR/TREASURER WILL ACCEPT THE ORDER AND VERIFY THE POD NAME, QUANTITY OF ITEMS ORDERED, ANY SPECIFICS INCLUDING COLOR, SIZE, AND ANY ADDITIONAL ACCOUTREMENTS.
2) THE CASI MERCHANDISING DIRECTOR/TREASURER WILL GIVE THE ESTIMATED AMOUNT OF THE ORDER, LESS SHIPPING IF NOT AVAILABLE IMMEDIATELY. THIS ESTIMATE WILL BE CONSIDERED THE DOWN PAYMENT AMOUNT FROM THE POD AND THE ORDER WILL NOT BE PROCESSED UNTIL PAYMENT HAS BEEN RECEIVED BY THE CASI TREASURER.
3) THE CASI MERCHANDISING DIRECTOR/TREASURER WILL PLACE THE ORDER WITH THE APPROVED VENDOR.
3) THE POD WILL BE RESPONSIBLE FOR A SECOND PAYMENT THAT WILL INCLUDE ANY UNFORESEEN PRICING, INCLUDING SHIPPING, HANDLING, DROP SHIP FEE, OR GENERAL FEES NOT AVAILABLE PRIOR TO PLACING THE ORDER. ONCE A FINAL INVOICE IS GENERATED BY THE VENDOR AND SENT TO THE CASI MERCHANDISING DIRECTOR AND/OR TREASURER, A FINAL PAYMENT BY THE POD TO COVER THESE EXPENSES WILL BE SENT TO THE CASI TREASURER. A PAYMENT WILL BE EXPECTED WITHIN TEN (10) DAYS FROM THE TIME THE UPDATED/AMENDED INVOICE IS RECEIVED BY THE CASI MERCHANDISING DIRECTOR/TREASURER.
4) THE CASI MERCHANDISING DIRECTOR/TREASURER WILL INFORM THE POD PLACING THE ORDER THAT SHIPPING TO A COMMERCIAL ADDRESS IS NORMALLY CHEAPER THAN SHIPPING TO A RESIDENCE AND ALLOW THE POD TO DETERMINE THE ADDRESS THEY WANT/NEED THEIR SHIPMENT SENT.
5) CHECKS FROM THE POD FOR PURCHASES WILL BE MADE PAYABLE TO CASI

3.1.21 REQUIRED SIGNAGE AT ALL COOKOFFS

A WARNING SIGN WILL BE POSTED AT EVERY CASI COOKOFF TO ALERT ALL ATTENDEES OF POSSIBLE FOOD ALLERGIES ASSOCIATED WITH CHILI. THESE SIGNS WILL BE PROMINENTLY POSTED AT THE CASI REGISTRATION TABLE, THE JUDGING AREA, ANY PEOPLE'S CHOICE OR SAMPLING BOOTH, OR ANY AREA WHERE THE GENERAL PUBLIC MAY SAMPLE CHILI. FURTHERMORE, SHOULD THERE BE GENERAL PUBLIC TASTING OF COMPETITION CASI CHILI OR PEOPLE'S CHOICE OR THROWDOWN CHILI, EACH CONTESTANT MUST DISPLAY THE WARNING SIGN AT THEIR BOOTH/STATION/TABLE, AS WELL AS BE FORTHCOMING ABOUT ANY INGREDIENT(S) THEY HAVE USED IN THEIR CHILI.

A SAMPLE OF THE WARNING SIGN CAN BE FOUND AT WWW.CASICHILI.NET.

A COPY OF THIS WARNING SIGN WILL BE INCLUDED IN EACH COOKOFF PACKET SENT BY THE EVENTS COMMITTEE WHEN A COOKOFF IS REGISTERED.

A COPY OF THE WARNING SIGN WILL BE AVAILABLE ONLINE THROUGH WWW.CASICHILI.NET. (08/2017)

3.2 ADMINISTRATION

3.2.1 CORPORATE REGISTERED AGENT:

THE BOARD OF DIRECTORS IS RESPONSIBLE FOR APPOINTING THE CASI CORPORATION REGISTERED AGENT FROM WITHIN CASI'S MEMBERSHIP. WITH THE INITIAL APPOINTMENT AND ANY SUBSEQUENT CHANGES, THE NECESSARY PAPERWORK WILL BE FILED WITH THE STATE OF TEXAS BY A BOARD MEMBER DESIGNATED BY THE PRESIDENT OF THE BOARD. (BOD REVISED 03/2015)

3.2.2 A NON-VOTING SUPPORT POSITION DESIGNATION:

A NON-VOTING CASI NON-BOARD POSITION MAY BE DESIGNATED BY A RESOLUTION ADOPTED BY A MAJORITY OF THE DIRECTORS PRESENT AT A MEETING AT WHICH A QUORUM IS PRESENT OR BY UTILIZING THE CASI POLICY FOR EMAIL VOTING AND RATIFIED AT THE NEXT SCHEDULED BOARD MEETING. EXCEPT AS OTHERWISE PROVIDED IN SUCH RESOLUTION, A PERSON RECOGNIZED AS A CASI NON-BOARD POSITION MUST BE A MEMBER OF CASI IN GOOD STANDING AND POSSESS THE SKILLS TO FULFILL THE RESPONSIBILITY OF THE POSITION. THE NON-BOARD POSITION WILL REPORT TO THE BOARD OF DIRECTORS THROUGH A MEMBER OF THE BOARD DESIGNATED BY THE CASI PRESIDENT.

TERM:

THE TERM OF A NON-VOTING CASI NON-BOARD POSITION MAY BE DESIGNATED AS PART OF THE RESOLUTION ADOPTED BY THE BOARD OF DIRECTORS. WITHOUT DESIGNATION, THE TERM OF THE POSITION WILL BE AN INDEFINITE PERIOD OF TIME TO BE TERMINATED BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS. ANY NON-BOARD MEMBER MAY BE REMOVED FROM THE POSITION AT ANY TIME BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS. IF A NON-BOARD MEMBER FINDS THAT THEY ARE UNABLE OR UNWILLING TO PERFORM THE DUTIES OF THE POSITION, THEY WILL SUBMIT THEIR RESIGNATION TO THE CASI PRESIDENT. THE PRESIDENT MAY ACCEPT THE RESIGNATION WITHOUT A VOTE OF THE BOARD OF DIRECTORS.

VACANCY:

IF A VACANCY OCCURS IN A RECOGNIZED CASI NON-BOARD POSITION, THE POSITION WILL BE FILLED BY A MAJORITY VOTE OF BOARD OF DIRECTORS OR

THE POSITION MAY BE ABOLISHED BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS.

3.2.3 APPROVED NON-VOTING SUPPORT POSITION

EDITOR TERLINGUA TRAILS

OLD 320 ALCALDE

SCHOLARSHIP COMMITTEE CHAIR

SPONSORSHIP COMMITTEE CHAIR

ASSISTANT TALLYMASTER

3.3 CASI MEMORIAL BOARD AT TICC

ELIGIBILITY:

IN ORDER FOR A NAME TO BE PLACED ON THE MEMORIAL BOARD, AT LEAST ONE OF THE FOLLOWING CRITERIA MUST BE MET:

THE INDIVIDUAL PARTICIPATED IN CHILI COOKOFFS.

THE INDIVIDUAL WAS A MEMBER OF CASI.

THE INDIVIDUAL MADE OUTSTANDING CONTRIBUTIONS TO THE CHILI WORLD AS DETERMINED BY THE CASI BOARD OF DIRECTORS MINUTES.

BOARD ACTIONS:

WHEN AN INDIVIDUAL'S NAME IS SUBMITTED FOR INCLUSION ON THE MEMORIAL BOARD AND THAT INDIVIDUAL DOES NOT MEET ANY OF THE ABOVE-REFERENCED CRITERIA, IT WILL BE THE DECISION OF THE CASI BOARD OF DIRECTORS AS TO IF THE NAME WILL BE DISPLAYED ON THE MEMORIAL BOARD.

4 FINANCE/TAXES

4.1 FINANCES CASH ONLY –

ONLY PAYMENT IN US FUNDS WILL BE ACCEPTED AS PAYMENT TO CASI FOR ANY CASI TRANSACTION. (BOD 07/05)

4.2 INSUFFICIENT FUNDS POLICIES

4.2.1 TREASURER'S RESPONSIBILITIES:

THE TREASURER SHOULD TAKE THE INITIAL ACTION BY TRYING TO COLLECT THE DEBT; A TIME CLOCK OF 45 DAYS WILL BEGIN.

SHOULD THEY BE UNSUCCESSFUL IN THEIR ONE TO TWO ATTEMPTS, THE EXECUTIVE DIRECTOR SHOULD INVESTIGATE THE CIRCUMSTANCES OF THE NSF CHECK(S) AND OFFER A REMEDY TO THE BOARD OF DIRECTORS FOR THEIR APPROVAL.

4.2.2 EXECUTIVE DIRECTOR RESPONSIBILITIES:

THE EXECUTIVE DIRECTOR WILL HAVE THE RESPONSIBILITY FOR RESOLVING ANY NON-SUFFICIENT FUND (NSF) CHECK(S) RECEIVED BY CASI IN ACCORDANCE WITH BOARD APPROVED REMEDIES. THERE WILL BE A $35 PER NSF CHECK IN ADDITION TO THE INITIAL AMOUNT THAT WILL BE PAID TO CASI

4.2.3 AUTHORIZED REMEDIES:

4.2.3.1 THE REMEDIES ARE:

4.2.3.1.1 WRITE OFF THE NSF AMOUNT AND DO NOTHING MORE.

4.2.3.1.2 WRITE OFF THE NSF AMOUNT WITH THE EXECUTIVE DIRECTOR EXPLAINING TO THE PERSON THAT CASI WILL NO LONGER TAKE THEIR PERSONAL CHECK AND ALL FUTURE TRANSACTIONS MUST BE MADE BY CASH, CREDIT CARD, OR CERTIFIED FUNDS.

4.2.3.1.3 SUSPEND THE PERSON FOR TWO (2) YEARS FROM SERVING AS A POD OFFICER OR REFEREE, OR VOLUNTEERING ON A CASI COMMITTEE.

4.2.3.1.4 IF THE PERSON AGREES TO A REPAYMENT PLAN TO BE COMPLETED WITHIN A 12-MONTH PERIOD AND FOLLOWS THROUGH ON THE REPAYMENT, THEIR SUSPENSION MAY BE LIFTED BY THE EXECUTIVE DIRECTOR BEFORE THE 2-YEAR PERIOD.

4.2.3.1.5 REFER TO THE COUNTY DISTRICT ATTORNEY AND FILE CHARGES. THIS MAY ONLY BE CHOSEN AFTER THE 45-DAY TIME CLOCK HAS EXPIRED, AND SHOULD THE EXECUTIVE DIRECTOR DEEM NECESSARY WITH BOARD APPROVAL.

4.2.4 ACTION PERIOD:

ONCE A REMEDY HAS BEEN CHOSEN, AND THE BOARD OF DIRECTORS APPROVED, THE EXECUTIVE DIRECTOR WILL PROCEED TO RESOLVE THE NSF ISSUE BY IMPLEMENTING THE APPROVED REMEDY WITHIN 30 DAYS. (BOD REVISED 02/2017)

4.3 CASI POLICIES AND PROTOCOLS USE OF LIFE MEMBERSHIP FUNDS (BOD 2016)

4.3.1 REQUIRED BALANCE:

AT THE END OF THE CASI FISCAL YEAR, THE BANK BALANCE IN THE LIFE MEMBERSHIP FUND SHOULD BE THE REQUIRED RESERVE OF $100,000 AND THERE SHOULD BE NO LESS THAN $70,000 RESERVE IN THE DAY TO DAY OPERATING OBLIGATIONS FOR THE GENERAL FUND.

4.3.2 INSUFFICIENT FUNDS:

SHOULD THERE BE INSUFFICIENT FUNDS IN THE GENERAL FUND; LIFE MEMBERSHIP FUNDS MAY BE BORROWED TO REPLENISH THE GENERAL FUND RESERVE. THE BOARD OF DIRECTORS WILL VOTE TO APPROVE THE AMOUNT TO "BORROW" FROM THE LIFE MEMBERSHIP FUND IN ORDER TO MEET THOSE OBLIGATIONS.

4.3.3 BORROWING FUNDS:

THE FUNDS BORROWED WILL BECOME A LIABILITY TO CASI AND A TWO-YEAR REPAYMENT PLAN TO THE LIFETIME MEMBERSHIP FUND WILL BE REQUIRED TO BRING THE FUND BACK TO $100,000. WHEN FORMULATING THE REPAYMENT PLAN, BUDGET CUTS WILL BE REVIEWED AND IMPLEMENTED TO INSURE REPAYMENT OCCURS.

4.3.4 ADDITIONAL BORROWING:

IN THE EVENT OF ANOTHER "BORROWING" FROM THE LIFE MEMBERSHIP FUND BEFORE A REPAYMENT PERIOD IS UP, THE BOARD OF DIRECTORS WILL INCLUDE ANY APPROVED BORROWED AMOUNT AND ANY UNPAID PORTION OF A REPAYMENT PERIOD IN A NEW TWO-YEAR REPAYMENT PLAN.

4.3.5 CATASTROPHIC LOSS:

IN THE EVENT OF A CATASTROPHIC LOSS (I.E., BUILDING DAMAGES AND LOSSES NOT COVERED BY INSURANCE) OR ADDITION OF A NEW CAPITAL ITEM (I.E. BUILDING, SHED, PLATFORM, ETC.) THE LENGTH OF THE REPAYMENT PLAN WOULD BE DETERMINED BY THE BOARD OF DIRECTORS, NOT TO EXCEED TEN (10) YEARS.

4.4 TAXES

4.4.1 IRS FORM 990 REVIEW POLICY

4.4.1.1 PURPOSE OF THE POLICY.

THE PURPOSE OF THIS POLICY IS TO CREATE A PROCESS FOR PREPARATION AND REVIEW OF THE FORM 990 AND ITS DISTRIBUTION TO ALL BOARD MEMBERS OF CASI PRIOR TO FILING WITH THE INTERNAL REVENUE SERVICE. THIS PROCESS WILL PROVIDE THE BOARD MEMBERS THE OPPORTUNITY TO REVIEW THE FORM 990 WHILE ALSO ENSURING THAT ANNUAL FILING DEADLINES MAY BE MET.

4.4.1.2 PROCEDURE FOR PREPARATION AND REVIEW OF FORM 990.

4.4.1.3 CASI'S TREASURER: IS RESPONSIBLE FOR THE TIMELY PREPARATION OF THE FORM 990. THE TREASURER MAY CONFER WITH OUTSIDE ACCOUNTANTS AND LEGAL COUNSEL OF CASI WITH RESPECT TO PREPARATION AND DRAFTS OF THE FORM 990.

4.4.1.4 REVIEW OF FORM 990 BEFORE FILING.

4.4.1.5 COPIES OF THE COMPLETED DRAFT FORM 990: (INCLUDING REQUIRED SCHEDULES) WILL BE DISTRIBUTED TO CASI'S PRESIDENT, EXECUTIVE DIRECTOR, AND FINANCE COMMITTEE IN EITHER ELECTRONIC OR PAPER FORM FOR REVIEW AND APPROVAL. ANY QUESTIONS OR CONCERNS WILL BE NOTED AND ADDRESSED, AND THE TREASURER WILL ENSURE THAT CHANGES ARE INCORPORATED INTO THE FORM 990 AS APPROPRIATE.

4.4.1.6 DISTRIBUTION OF FORM 990 TO ALL MEMBERS OF GOVERNING BODY.

AFTER ALL INPUT, HAS BEEN APPROPRIATELY ADDRESSED, THE FINAL VERSION OF THE FORM 990 (WITH REQUIRED SCHEDULES) WILL BE DISTRIBUTED TO EVERY VOTING MEMBER OF CASI'S BOARD OF DIRECTORS PRIOR TO FILING WITH THE IRS. THE FINAL FORM MAY BE DISTRIBUTED EITHER IN PAPER OR ELECTRONIC FORM IN ANY MANNER DEEMED APPROPRIATE BY THE EXECUTIVE DIRECTOR.

4.4.1.7 FILING OF FORM 990.

AFTER THE FINAL VERSION OF THE FORM 990 HAS BEEN DISTRIBUTED PURSUANT TO PARAGRAPH III ABOVE, THE TREASURER WILL CAUSE THE FINAL FORM 990 TO BE FILED WITH THE IRS AS REQUIRED

4.5 DIRECTOR'S REIMBURSEMENT POLICY –

POLICY DEFINING REIMBURSEMENT FOR EXPENSES FOR DIRECTORS ATTENDANCE AT BOARD MEETINGS (AS ADOPTED BY RESOLUTION AT SEPTEMBER 2006 BOARD MEETING)

4.5.1 AUTHORIZED EXPENSES:

MEMBERS OF THE CHILI APPERCEPTION SOCIETY INTERNATIONAL (CASI) BOARD OF DIRECTORS WILL BE AUTHORIZED EXPENSES FOR ATTENDANCE AT BOARD MEETINGS AS FOLLOWS:

4.5.1.1.1 AIR FARE: BOARD MEMBERS WILL BE ALLOWED TO CLAIM AIR FARE FOR ATTENDANCE AT BOARD MEETINGS. SUCH AIR FARE WILL BE THE CHEAPEST FARE UTILIZING COACH CLASS AND ADVANCE BOOKING.

4.5.1.1.2 GAS: BOARD MEMBERS WILL BE ALLOWED TO SUBMIT GAS RECEIPTS, IN LIEU OF AIR FARE, FOR REIMBURSEMENT FOR TRAVEL FOR ATTENDANCE AT BOARD MEETINGS, MILEAGE WILL ALSO BE RECORDED AND SUBMITTED. BOARD MEMBERS ARE ENCOURAGED TO CARPOOL WHENEVER POSSIBLE.

4.5.1.1.3 LODGING: BOARD MEMBERS WILL BE REIMBURSED FOR LODGING EXPENSES AT MODERATELY PRICED ESTABLISHMENTS IN STANDARD RATE ROOMS. BOARD MEMBERS ARE ENCOURAGED TO SHARE LODGING WHENEVER POSSIBLE.

4.5.1.1.4 RENTAL CARS: BOARD MEMBERS WILL BE REIMBURSED FOR RENTAL CAR CHARGES FOR AN ECONOMY TYPE CARE WHEN A HOTEL OR AIRPORT SHUTTLE ARE NOT AVAILABLE. IF A HIGHER-CLASS CAR IS DESIRED, THE BOARD MEMBER WILL PAY THE DIFFERENCE IN COST.

4.5.2 UNALLOWABLES:

BOARD MEMBERS WILL NOT BE REIMBURSED FOR THE FOLLOWING: ROOM SERVICE, IN ROOM MOVIES, ROOM UPGRADES, LAUNDRY, ALCOHOLIC BEVERAGES, OR MEALS. NO EXPENSE WILL BE REIMBURSED FOR A DIRECTOR'S SPOUSE.

4.5.3 TICC EXPENSES:

BOARD MEMBERS WILL NOT BE REIMBURSED FOR TRAVEL EXPENSES AS THEY RELATE TO ATTENDANCE AT THE TERLINGUA INTERNATIONAL CHILI CHAMPIONSHIP

4.5.4 RECEIPTS:

IN ORDER TO BE REIMBURSED FOR TRAVEL EXPENSES, THE BOARD MEMBER MUST SUBMIT A DIRECTOR'S EXPENSE VOUCHER TO THE CASI TREASURE: EXPENSES MUST BE ACCOMPANIED BY RECEIPTS FOR SUCH.

5 COMMITTEES/OFF BOARD SUPPORT:

A LIST OF CASI BOARD OF DIRECTORS APPROVED COMMITTEES:

SPECIAL COMMITTEES
- EXECUTIVE COMMITTEE
  - PRESIDENT
  - EXECUTIVE DIRECTOR
  - VICE-PRESIDENT
  - SECRETARY
  - TREASURER
- FINANCE COMMITTEE
- GOVERNANCE COMMITTEE
- PUBLIC RELATIONS COMMITTEE
- EVENTS COMMITTEE
- RULES COMMITTEE

ADDITIONAL COMMITTEES
- NOMINATING COMMITTEE
- SCHOLARSHIP COMMITTEE
- MEMBERSHIP COMMITTEE
- MEMORIAL BOARD COMMITTEE
- ONLINE STORE COMMITTEE
- IT COMMITTEE
- SPONSORSHIP COMMITTEE
- ALCALDE/OLD 32O COMMITTEE
- WINNER'S TRAVEL COMMITTEE
- FRIENDS OF CASI COMMITTEE
- LICENSING/BRANDING COMMITTEE

CREDENTIALS COMMITTEE

5.1 RULES COMMITTEE –

A RULES COMMITTEE IS APPOINTED EACH YEAR BY THE CASI EXECUTIVE DIRECTOR. THE CURRENT CASI SENIOR REFEREE WILL BE THE CHAIR OF THE RULES COMMITTEE. THE REMAINDER OF THE COMMITTEE WILL CONSIST OF THE CASI TALLY MASTER, A CASI DIRECTOR-AT-LARGE, A CASI GREAT PEPPER-AT-LARGE, AND A CASI MEMBER-AT-LARGE. (BOD REVISED 02/2016)

5.2 CASI POLICIES AND PROTOCOLS FOR CHAMPION'S COMMITTEE

5.2.1 SCOPE

THIS POLICY IS ESTABLISHED IN ACCORDANCE WITH MOTIONS PASSED AT THE SALADO GREAT PEPPERS MEETING SEPTEMBER 11, 2010 REGARDING ESTABLISHING A FUND TO ENABLE TICCC TO TRAVEL TO CASI COOKOFFS AND OTHER SELECTED EVENTS DURING THE PERIOD OF THEIR CHAMPIONSHIP. THE ALLOTTED FUNDS, NOT TO EXCEED $5,000.00 ANNUALLY, WILL BE OVERSEEN AND MANAGED BY A COMMITTEE CALLED THE WINNER'S COMMITTEE (WC), AND ARE TO BE USED TO REASONABLY COVER TICCC TRAVEL EXPENSES TO CASI COOKOFFS AS APPROVED BY THE WC. IF FOR ANY REASON THE REIGNING TICCC CANNOT OR SELECTS NOT TO TRAVEL, THESE GUIDELINES WILL APPLY TO THE RESERVE GRAND CHAMPION (RGC). IF NEITHER THE TICCC NOR THE RGC CANNOT OR SELECT NOT TO TRAVEL ALL FUNDS WILL BE RETAINED BY CASI. FUNDS WILL NOT BE CARRIED OVER TO THE UPCOMING TICC CHAMPIONSHIP YEAR.

5.2.2 WINNERS COMMITTEE CHAIRPERSON –

THE CHAIRPERSON OF THE WC WILL BE APPOINTED EVERY TWO YEARS BY THE CASI PRESIDENT. THE CHAIRPERSON IS RESPONSIBLE FOR ESTABLISHING THE COMMITTEE WITH NO LESS THAN SIX MEMBERS. WC MEMBERS ARE EXPECTED TO ASSIST THE TICCC IN COORDINATING THE LOCAL ASPECTS FOR TICCC ACTIVITIES, SUCH AS TRAVEL, LODGING, PUBLIC RELATIONS EVENTS AND PRESS RELEASES. THEREFORE, WC COMMITTEE MEMBERS SHOULD BE SELECTED FROM AREAS REPRESENTATIVE OF THE TICCCS POTENTIAL TRAVEL.

5.2.3 INTENT:

THE INTENT OF THIS POLICY IS PROVIDE GUIDANCE TO THE WC AND TICCC IN MANAGING AND EXPENDING ALLOTTED REIMBURSEMENT FUNDS AND TO INFORM THE ANNUAL TICC CHAMPION OF:

CASI'S GOALS IN PROVIDING THE FUNDS ARE TO FOSTER THE GROWTH OF COMPETITIVE CASI CHILI COOKING, PROVIDE LOCAL PODS PUBLIC RELATIONS OPPORTUNITIES BY PRESENTING THE TICCC TO THEIR LOCALE, AND AS APPROPRIATE, FOSTER INVOLVEMENT OF CASI SPONSORS.

AND TO DEFINE ROLES AND RESPONSIBILITIES FOR BOTH PARTIES TO ENSURE THE CHAMPION'S TRAVELS ARE ENJOYABLE AND THE WC-TICCC INTERACTIONS ARE AMICABLE, PRODUCTIVE AND IN KEEPING WITH THE SPIRIT AND INTENT OF THE SEPTEMBER 11, 2010 GREAT PEPPER'S MEETING APPROVED MOTION.

5.2.4 WINNER'S COMMITTEE POLICY STATEMENT:

THE FUNDS ADDRESSED IN THIS POLICY ARE NOT PRIZE MONEY OR AN AWARD TO BE USED AT THE DISCRETION OF THE TICC CHAMPION. THE FUNDS ARE PROVIDED TO ENCOURAGE THE TICCC TO VISIT CASI SANCTIONED CHILI COOKOFFS DURING THEIR CHAMPIONSHIP YEAR. THE VISITS SHOULD BE

ENJOYABLE EVENTS FOR THE TICCC, BUT WITH THE PRIMARY MISSION OF ALL VISITS IS FOR THE TICCC TO ACT AS AN AMBASSADOR FOR CASI

5.2.5 TICCC TRAVEL POLICIES

5.2.5.1 DESTINATIONS:

ALL DESTINATIONS AND RELATED TRAVEL MUST BE PRE-APPROVED BY THE WC PRIOR TO INITIATING TRAVEL. IF THE TICCC UNDERTAKES TRAVEL WITHOUT THE PRIOR APPROVAL OF WC, THE TICCC WILL BE TRAVELLING AT HIS OR HER OWN EXPENSE AND WILL NOT BE REIMBURSED FOR TRAVEL BY THE CASI WC.

SPECIFIC TRAVEL DESTINATIONS MAY BE RECOMMENDED OR DIRECTED BY CASI OR THE WC. THE TICCC MAY ALSO REQUEST OR RECOMMEND DESTINATIONS. A FINAL LIST OF TRAVEL SITES MUST BE COLLABORATIVELY COMPLETED BY THE TICCC AND WC AND APPROVED BY THE WC WITHIN 30 DAYS OF THE TICC AWARDS CEREMONY.

5.2.5.2 WC RESPONSIBILITIES:

THE WC WILL PUBLISH AND MAINTAIN A FORMALIZED WC/TICCC PROTOCOL PROVIDING THE TICCC SPECIFIC GUIDANCE PERTAINING TO TRAVEL AND REIMBURSEMENT. THIS PROTOCOL WILL BE INCLUDED IN A TICC INFORMATION PACKAGE PRESENTED TO THE TICCC AFTER THE TERLINGUA INTERNATIONAL CHAMPIONSHIP COOKOFF AWARDS CEREMONY. THE PROTOCOL WILL INCLUDE NECESSARY EXTRACTIONS FROM THIS POLICY AS WELL AS CASI GUIDELINES ON WHAT THE TICCC IS EXPECTED TO DO WHILE TRAVELLING AS THE TICCC TO APPROVED EVENTS. THE CHAIR OF THE WC WILL VERBALLY REVIEW THE PROTOCOL WITH THE TICCC. THE TICCC WILL INITIAL THE PROTOCOL INDICATING HE OR SHE HAS REVIEWED AND UNDERSTANDS ITS PROVISIONS. IF THE TICCC CANNOT OR SELECTS NOT TO TRAVEL ON BEHALF OF CASI, THAT PROVISION, INCLUDED IN THE PROTOCOL WILL BE INITIALED BY THE TICCC AND CHAIR OF THE WC. BOTH THE TICCC AND THE WC CHAIR WILL RETAIN A COPY OF THE INITIALED PROTOCOL.

5.2.5.3 TICCC – AS CASI AMBASSADOR

THE TICCCS VISITS TO APPROVED CASI COOKOFFS SHOULD BE ENJOYABLE FOR THE TICCC, AND BE UNDERTAKEN WITH THE CLEAR PURPOSE OF SUPPORTING CASI'S ORGANIZATIONAL GOALS. WITHIN 15 DAYS OF THE TICC AWARDS CEREMONY, THE TICCC SHOULD PROVIDE THE WC A SHORT "CHILI BIO" PROVIDING AN OVERVIEW OF HIS OR HER CHILI HISTORY AND ANY OTHER PERSONAL INFORMATION THE TICCC IS WILLING TO SHARE. THIS "CHILI BIO" WILL BE PART OF A PUBLIC RELATIONS (PR) PACKET MADE AVAILABLE FOR USE AT EACH EVENT TO BE VISITED BY THE TICCC. WE UNDERSTAND THAT YOU ARE THERE TO HAVE FUN AND BUILD RELATIONSHIPS BUT WE ALSO NEED YOU TO REPRESENT CASI IN A PROFESSIONAL MANNER AT ALL TIMES.

5.2.5.4 CASI INFO PACKET:

AT EACH EVENT VISITED, WHETHER A SPECIAL SCHEDULED PR EVENT OR EVENT SELECTED BY THE TICCC, THE TICCC SHOULD BE ABLE TO DESCRIBE CASI, ITS MISSION, CHARITABLE PURPOSE AND ORGANIZATION. A BASIC CASI INFORMATION PACKET WILL BE INCLUDED IN THE TICCC ORIENTATION PACKAGE PRESENTED TO THE TICCC IMMEDIATELY AFTER THE TICC AWARDS CEREMONY.

5.2.5.5 TROPHY ON SITE:

WHEN ATTENDING APPROVED EVENTS, THE TICCC SHOULD HAVE THE CHAMPIONSHIP TROPHY AVAILABLE FOR PUBLIC VIEWING. CASI WILL PROVIDE THE TICC WITH A TRAVEL CASE SUITABLE FOR THEM TO BE ABLE TO TRANSPORT THE TROPHY WHEN TRAVELING. THE CASE WILL BE RETURNED TO CASI AT THE ANNUAL TICC. THE TICCC SHOULD ALSO WEAR AN APPROPRIATE CASI POLO OR T-SHIRT WITH THEIR NAME VISIBLE TO HELP IN IDENTIFYING THEM AS THE TICCC, AND TO HELP VISUALLY PROMOTE CASI.

5.2.5.6 LOCAL CONTACT INFO:

WHILE TRAVELING TO ASSIGNED CCO'S YOU WILL BE PROVIDED WITH THE CONTACT INFORMATION OF THE GREAT PEPPER AND/OR REGIONAL DIRECTOR FOR THAT PARTICULAR CCO. IT IS THE TICCC RESPONSIBILITY TO PHONE THEM TO ADVISE THEM OF THEIR TRAVEL PLANS - WHEN THEY WILL BE ARRIVING, FINDING LOCAL HOTEL AND TRANSPORTATION INFORMATION. THEY WILL ALSO NEED TO ADVISE THEM OF ANY COOKING NEEDS SUCH AS STOVE, TABLE, AND CHAIRS IF AVAILABLE.

5.2.6 PROCEDURES FOR THE WINNER'S COMMITTEE

5.2.6.1 ESTABLISH COMMITTEE:

THE WC CHAIRPERSON WILL APPOINT THREE COMMITTEE MEMBERS TO ASSIST WITH THE WC'S RESPONSIBILITIES. ONE COORDINATOR (DESTINATIONS) WILL ASSIST BY WORKING WITH THE TICCC ON DESTINATIONS AND SCHEDULES. A SECOND COORDINATOR (BUDGET) WILL ASSIST BY USING THE TRAVEL MODELS TO CALCULATE POTENTIAL EXPENSES AND MONITOR ACTUAL WC BUDGET IMPACTS. A THIRD COORDINATOR (ADMIN) WILL ASSIST BY WORKING WITH THE TICC TO COMPLETE ACTUAL TRAVEL, AND BY MONITORING THE OVERALL PROCESS AND MAINTAINING A RECORD OF WHAT TRANSPIRED SO COMMITTEE DOCUMENTS CAN BE UPDATED AS NEEDED OR POLICY CHANGES INTRODUCED TO IMPROVE WC OPERATIONS.

5.2.6.2 POST TICC AWARDS CEREMONY –

5.2.6.3 CARRYING CASE:

THE WC WILL GIVE THE TICCC THE TROPHY CARRYING CASE AS WELL AS A PACKET CONTAINING INFORMATION PERTAINING TO CRITICAL ACTIVITIES AND PROCEDURES FOR THE UPCOMING CHAMPIONSHIP YEAR. THE INFORMATION PACKET WILL INCLUDE –

THE WC/TICCC PROTOCOL (ATTACHMENT A TO THIS POLICY)

THE CHAMPIONS CHILI BIO TEMPLATE (ATTACHMENT B TO THIS POLICY)

THE CHAMPION'S APPAREL SIZE INFORMATION SHEET (ATTACHMENT C TO THIS POLICY)

THE CASI/TICC PR INFORMATION SHEET(S) (ATTACHMENT D TO THIS POLICY)

A PRINTED COPY OF THE TRAVEL MODELS (ATTACHMENT E TO THIS POLICY)

TICC CHAMPION AGREEMENT TO VISIT AGREED UPON CCO DURING THE CHAMPION'S REIGN (ATTACHMENT F)

5.2.6.4 TICCC PREPARATION –

5.2.6.5 TICCC RESPONSIBILITIES:

IN ORDER TO PREPARE FOR THE UPCOMING TICCC YEAR, REVIEW BUDGET IMPACTS AND SCHEDULE NECESSARY ACTIVITIES, THE WC REQUESTS THAT THE TICCC COMPLETE THE PROTOCOL, BIO TEMPLATE AND CHAMPION'S APPAREL SIZE SHEET WITHIN TWO WEEKS OF THE TICC AWARDS CEREMONY. WHEN COMPLETED THE SHEETS MAY BE EMAILED OR FAXED TO THE WC CHAIR. ANY QUESTIONS THE TICCC HAS ON THESE DOCUMENTS SHOULD BE DISCUSSED WITH THE WC CHAIRPERSON AND RESOLVED AS QUICKLY AS POSSIBLE.

5.2.6.6 PUBLIC RELATIONS:

THE TICCC SHOULD BECOME VERY FAMILIAR WITH THE PR INFORMATION AND THE TRAVEL MODELS AS QUICKLY AS POSSIBLE. ANY QUESTIONS THE TICCC HAS ON THESE DOCUMENTS SHOULD BE DISCUSSED WITH THE WC CHAIRPERSON AND RESOLVED AS QUICKLY AS POSSIBLE.

5.2.6.7 PRE-TRAVEL ACTIONS:

PLANNING FALLS INTO TWO CATEGORIES: ACTIONS NECESSARY TO PLAN FOR AND APPROVE TRIPS FOR THE UPCOMING YEAR (5.1), AND ACTIONS NECESSARY TO SCHEDULE, FACILITATE AND COMPLETE ACTUAL TRAVEL (5.2).

5.2.6.8 ACTIONS NECESSARY TO PREPARE FOR THE UPCOMING YEAR:

WITHIN TWO WEEKS OF THE TICC AWARDS CEREMONY THE WC WILL SEND A LIST OF NO MORE THAN SIX PROPOSED DESTINATIONS FOR THE TICCC. THE TICCC MAY ADD UP TO SIX DESTINATIONS AND RETURN THE COMPLETE LIST TO THE WC CHAIRPERSON. THE TICCC SHOULD INFORM THE WC OF ANY OF WC RECOMMENDED TRIPS THAT CANNOT BE MADE.

THE DESIGNATED WC COORDINATORS WILL CATEGORIZE THE COMBINED DESTINATIONS USING ONE OF THE APPROVED TRAVEL MODELS TO DETERMINE IF THE BUDGET IS SUFFICIENT AND THERE ARE NO SCHEDULE/EVENT CONFLICTS.

A FINAL LIST OF TRAVEL SITES MUST BE MUTUALLY COMPLETED BY THE TICCC AND WC CHAIRPERSON FOR APPROVAL BY THE WC WITHIN 30 DAYS AFTER THE TICC AWARDS CEREMONY.

THE WC ADMIN COORDINATOR AND THE PR DIRECTOR WILL MAKE THE FINAL APPROVED LIST AVAILABLE TO THE MEMBERS OF THE CASI BOARD FOR APPROPRIATE COORDINATION AND ACTION.

5.2.6.9 ACTIONS NECESSARY TO SCHEDULE, FACILITATE AND COMPLETE ACTUAL TRAVEL –

THESE ACTIONS REQUIRE THAT ITEMS 5.1.1-5.1.4 ARE PROPERLY COMPLETED.

THE WC DESTINATIONS COORDINATOR (TRAVEL AGENT, TRAVEL PLANNER) SHOULD SEND THE FINAL APPROVED LIST OF DESTINATIONS TO THE TICCC NO LATER THAN 45 DAYS AFTER THE TICC AWARDS CEREMONY. THE LIST SHOULD IDENTIFY SPECIFICALLY WHICH TRAVEL MODEL APPLIES TO EACH DATE SO THE TICCC UNDERSTANDS FINANCIAL CONSTRAINTS APPLICABLE TO EACH DESTINATION.

THE TICCC MAY MAKE TRAVEL ARRANGEMENTS FOR EACH DESTINATION IN SEQUENCE. TRAVEL ARRANGEMENTS MUST BE FINALIZED NO LESS THAN TWO WEEKS PRIOR TO THE SCHEDULED DATE. THE TICCC WILL SEND A COPY OF THEIR PROPOSED DESTINATION ITINERARY TO THE WC CHAIRPERSON, INCLUDING CONTACT TELEPHONE NUMBERS, BEFORE DEPARTING. THE TICCC WILL RETAIN ALL RECEIPTS ASSOCIATED WITH TRAVEL TO EACH DESTINATION.

THE WC ADMIN COORDINATOR WILL WORK WITH THE TICCC TO BE SURE NECESSARY PR ACTIONS ARE SCHEDULED AND IN PLACE AND THAT THE TICCC IS FULLY AWARE OF HIS/HER RESPONSIBILITIES AT THE DESTINATION.

5.2.6.10 POST-TRAVEL

THE TICCC SHOULD SEND ALL RECEIPTS ASSOCIATED WITH EACH DESTINATION TO THE TREASURER WITHIN 7 DAYS AFTER COMPLETING THE TRAVEL.

THE WC CHAIRPERSON WILL DETERMINE WHAT ACTIONS IF ANY NEED TO BE TAKEN BASED ON THE RECEIPTS RECEIVED.

THE WC CHAIRPERSON SHOULD CHECK WITHIN THE WC COMMITTEE TO MAKE SURE EVERYTHING IS IN GOOD ORDER FOR THE NEXT DESTINATION. BUDGET STATUS AND ANY OTHER RELEVANT FEEDBACK SHOULD BE PROVIDED TO THE ENTIRE WC.

THE WC CHAIRPERSON WILL PROVIDE ANY FEEDBACK TO THE TICCC CONCERNING THE MOST RECENTLY COMPLETED DESTINATION.

5.2.6.11 PREPARATION FOR UPCOMING YEAR

PRIOR TO THE UPCOMING TICC, THE WC WILL REVIEW ALL ACTIVITIES AND FEEDBACK FROM THE YEAR JUST COMPLETED. BASED ON THE REVIEW, THE WC CHAIRPERSON WILL DETERMINE WHICH DOCUMENTS AND WHICH PROCEDURES WILL BE UPDATED. UPDATES SHOULD BE COMPLETED NO LATER THAN 45 DAYS PRIOR TO THE UPCOMING TICC.

THE WC SHOULD PREPARE A LIST OF THOSE FINDINGS FROM 5.4.1 AND PRESENT THEM TO THE CASI BOARD FOR THE UPCOMING YEAR.

THE ADMIN COORDINATOR SHOULD BE SURE THE TICCC TROPHY CARRYING CASE IS RETURNED AND AVAILABLE FOR THE UPCOMING TICC.

6 TERLINGUA TRAILS

6.1 MANAGEMENT AND FINANCIAL POLICIES:

6.1.1 SCHEDULE:

TERLINGUA TRAILS IS A MONTHLY PUBLICATION. (BOD 02/92)

6.1.2 CONTENTS:

THE TERLINGUA TRAILS WILL PUBLISH MATERIALS RECEIVED IF THEY ARE NOT HARMFUL TO CASI. (BOD 02/95)

6.1.3 SCHOLARSHIP RECIPIENTS:

WHEN AVAILABLE, THE TERLINGUA TRAILS WILL FEATURE A CASI NATIONAL SCHOLARSHIP PROGRAM RECIPIENT ARTICLE IN EACH ISSUE. (GPM 09/04)

6.1.4 POD ADS:

PODS WILL BE ALLOWED A ¼ PAGE AD IN THE TERLINGUA TRAILS FOR ONE ISSUE ONLY. ADDITIONAL ADS REQUIRE PAYMENT. (BOD 02/05)

6.1.5 OBITS:

A FORMAL OBITUARY COLUMN IS A PART OF THE TERLINGUA TRAILS. (BOD 02/02)

6.1.6 *SOLICITATIONS:*

TERLINGUA TRAILS WILL NOT BE USED BY INDIVIDUALS TO SOLICIT DONATIONS FOR ANY PURPOSE. (BOD 11/00)

6.1.7 BOARD CANDIDATES:

CANDIDATES FOR THE BOARD OF DIRECTORS WILL BE PROVIDED ¼ PAGE AD FOR LETTERS OF CANDIDACY. IF THEY DESIRE MORE, THEY CAN PURCHASE THE SPACE. (BOD 07/02)

6.1.8 COOKOFF ADS:

STATE, REGIONAL AND OPEN COOKOFFS WILL BE GIVE ONE FREE ¼ PAGE AD PER YEAR PROVIDED THE COOKOFF SENDS AN ARTICLE AND PICTURE FOR THE EVENT. IF THE PICTURE AND/OR ARTICLE ARE NOT RECEIVED, THE COOKOFF WILL BE CHARGED FOR THE AD. (BOD 07/02)

6.1.9 AD SECTION:

CLASSIFIED AD SECTION WILL BE ESTABLISHED WITH AD PRICING PUBLISHED IN EACH ISSUE. (BOD 11/00)

6.1.10 ADVERTISING RATE SCHEDULE – EFFECTIVE 01/01/03

FULL PAGE 10” X 12 3/4 - $250.00

1/2 PAGE 5” X 12 3/4” - $130.00

1/2 PAGE 10” X 6 1/4” - $130.00

1/4 PAGE 5” X 6 1/4” - $90.00

1/8 PAGE 5” X 3” - $60.00

BOTTOM BANNER 10” X 3” - $90.00

BUSINESS CARD - $40.00

CLASSIFIEDS - $40.00 – 2 INCH – 3 MONTHS

6.1.11 MULTIPLE MONTH RATES:

THE MANAGING EDITOR IS ALLOWED TO NEGOTIATE RATES FOR MULTIPLE MONTHS. (BOD 07/02)

6.1.12 CAMERA READY:

ALL PRICES ARE FOR CAMERA READY ADS (JPG.)

6.1.13 MULTIPLE MONTH AD RATES:

3 TO 5 MONTH RUNNING AD, 15% DISCOUNT PER MONTH

6 TO 11 MONTH RUNNING AD, 20% DISCOUNT PER MONTH

12 MONTHS OR MORE, 25% DISCOUNT PER MONTH

7 TICC CHAMPIONSHIP - CASI POLICIES AND PROTOCOLS FOR TERLINGUA INTERNATIONAL CHILI CHAMPIONSHIP

OFFICIAL NAME:

THE CASI TERLINGUA INTERNATIONAL CHAMPIONSHIP CHILI COOKOFF WAS ADOPTED AS THE OFFICIAL NAME. (GPM 09/89)

7.1 OTHER COOKOFFS AT THE RANCH:

THE CASI TERLINGUA INTERNATIONAL CHAMPIONSHIP CHILI COOKOFF IS THE MAIN EVENT AT RANCHO CASI DE LOS CHISOS. ANY OTHER CHILI COOKOFFS ALLOWED ON RANCHO CASI DE LOS CHISOS MUST BE APPROVED BY THE CASI BOARD OF DIRECTORS. (BOD 05/17)

7.2 TRAFFIC PLANNING:

TRAFFIC WILL BE RESTRICTED IN THE CONTESTANT'S CAMPING/PARKING AREAS TO COOKS, JUDGES, VIPS AND SHOW TEAMS. ONLY AUTHORIZED TRAFFIC IS PERMITTED BEYOND THE 2ND GATE. (BOD 02/00)

7.2.1 OLD 320 GATES:

THE OLD 320 GATES ARE TO BE CLOSED, BUT NOT LOCKED, DURING SATURDAY'S INTERNATIONAL CHILI COOKOFF. (BOD 02/92)

7.2.2 STAGE ROAD:

DURING TICC, STAGE ROAD WILL BE CLOSED ON SATURDAY MORNING UNTIL THE COMPLETION OF THE ANNOUNCEMENTS. ACCESS TO THE COOKING AREA AS WELL AS THE STAGE AREA FOR COOKS WILL STILL BE AVAILABLE THROUGH THE BOTTOM GATE, AFTER SHOW IS OVER. (BOD 01/08)

7.2.3 FRONT GATE HOURS:

THE DIRECTOR IN CHARGE OF THE GATE AND THE DIRECTOR IN CHARGE OF SECURITY WILL DETERMINE THE TIMES THAT THE FRONT AND BACK GATE AT TICC WILL BE OPENED AND/OR CLOSED. (BOD 05/17)

7.2.4 HANDICAP PARKING:

HANDICAP PARKING WILL BE ALLOWED AT TICC IN A DESIGNATED AREA OF THE OLD 320. PLACARDS WILL BE ISSUED BY THE TALLYMASTER AT TICC REGISTRATION UPON PROOF OF NEED; I.E. DOCTOR'S STATEMENT, VEHICLE PLACARD, ETC. ONLY SMALL VEHICLES WILL BE ALLOWED. ARRANGEMENTS WILL BE MADE TO TRANSPORT THOSE WHO DO NOT HAVE A SMALL VEHICLE. (BOD 02/03)

7.3 VENDOR POLICY:

VENDORS AT TICC WILL PAY A VENDOR'S FEE SET BY THE CASI BOARD OF DIRECTORS. ADDITIONAL FEES WILL BE CHARGED BASED UPON ELECTRICITY FURNISHED TO VENDOR. THE CASI RANCH MANAGER AND DIRECTOR IN CHARGE OF TICC VENDORS WILL DETERMINE THE LOCATION OF VENDORS EACH TICC. (BOD 05/17)

7.4 RAFFLES:

ALL RAFFLES WILL BE APPROVED BY THE BOARD OF DIRECTORS AT THE GREAT PEPPER'S MEETING PRIOR TO TICC. (BOD 02/02)

7.5 GATE PASSES:

NO ONE WILL BE ALLOWED FREE ACCESS TO THE TICC SITE WITHOUT A PASS OR LISTING ON THE OFFICIAL GATE LIST. THE CASI BOARD OF DIRECTORS WILL DETERMINE THE GATE POLICY FOR COMPLIMENTARY VIP PASSES AND PASSES FOR QUALIFIED COOK AND SHOW TEAMS. SEE SECTION 9.2 (BOD 05/17)

CREDIT CARD USAGE:

THE BOARD APPROVED THE USE OF A CREDIT CARD PROGRAM TO BE USED AT TICC. (BOD 01/08)

7.6 FRIDAY CONTEST PRIZES:

FRIDAY CONTEST PRIZES ARE 1ST: $500, 2ND - $400, 3RD - $300, 4TH - $200, AND 5TH - $100. (BOD 11/00)

7.7 LOCAL RESIDENTS/HIGH SCHOOL STUDENTS:

THERE IS FREE ADMISSION OF FRIDAY TO LOCAL RESIDENTS WHEN ATTENDING WITH THE HIGH SCHOOL STUDENTS. (BOD 09/00)

7.8 SHOW TEAM SITE SELECTION:

SHOW TEAMS WILL DRAW FOR THEIR SHOW SITES. THIS DRAWING WILL BE ON WEDNESDAY OR WHENEVER THE TEAM ARRIVES AND REGISTERS. (BOD 09/93)

7.9 SHOW TEAM SITE MANAGEMENT:

SHOW TEAMS MAY SET UP AT ANY TIME, BUT MUST SECURE THEIR OWN SITE. ANY VEHICLE AS PART OF SHOW MUST BE APPROVED IN ADVANCE BY THE HEAD SHOW JUDGE BEFORE PLACING THE VEHICLE IN THE SHOW AREA. (BOD 05/17)

8 REDRAW FOR NEW SITE:

IF A SHOW TEAM IS NOT SATISFIED WITH THEIR SPACE, THEY MAY REDRAW ON SATURDAY AFTER ALL OTHERS HAVE DRAWN. (BOD 09/93)

8.1 SHOW TEAM SHIRT:

ONLY THE SHOW TEAM CAPTAIN WILL RECEIVE A CONTESTANT SHIRT AT TICC. (BOD 06/03)

8.2 AREA USED FOR SHOW:

THE AREA AROUND THE OUTSIDE OF THE OLD 320 AND THAT PORTION OF UNUSED COOKING SPACES WILL BE USED FOR SHOW. (BOD 09/92)

8.3 CASI BOOTH SCHEDULES:

THE DIRECTOR(S) IN CHARGE OF THE CASI CONCESSIONS/STORE WILL DETERMINE THE HOURS OF THE EACH RESPECTIVE FACILITY. (BOD 05/17)

8.4 TICC REFEREE:

THE BOARD APPOINTED CASI SENIOR REFEREE WILL BE THE REFEREE OF RECORD FOR TICC. IN ABSENCE OF THE SENIOR REFEREE THE CASI PRESIDENT WILL APPOINT A REFEREE FOR TICC. (BOD 05/17)

8.5 CALCUTTA:

THERE WILL BE A CALCUTTA. THE PAYBACK WILL BE 100%. (BOD 05/99)

8.6 TOP TEN AWARDS:

THE TOP TEN (10) WINNERS AT TICC WILL BE AWARDED A JACKET. (BOD 07/92)
TICC WINNER'S JACKETS WILL BE RED WITH GOLD LETTERS. (BOD 09/94)

8.6.1 WINNER'S SHIRTS:

A SHIRT, STYLE DETERMINED BY THE EXECUTIVE DIRECTOR, IS PROVIDED TO EACH TICC CHILI CHAMPION IN ADDITION TO THE JACKET. THE CHAMPION MAY PURCHASE A DIFFERENT SHIRT, IF DESIRED. IF THE CHAMPION PREFERS A DIFFERENT SHIRT, THE DIFFERENCE IN COST OF THE TWO SHIRTS IS REQUIRED TO PAY THE DIFFERENCE. (BOD 11/16)

8.7 RESERVE CHAMPION:

THE 2ND PLACE WINNER WILL BE REFERRED TO AS THE RESERVE CHAMPION. (BOD 01/08)

8.8 SMALL SHOW WINNERS:

SMALL SHOW TEAM WINNERS AT TICC WILL BE ELIGIBLE FOR ONE FREE JACKET AND MAY PURCHASE UP TO 3 ADDITIONAL JACKETS. LARGE SHOW TEAM WINNERS WILL BE ELIGIBLE FOR ONE FREE JACKET AND MAY PURCHASE ADDITIONAL JACKETS FOR TEAM MEMBERS PARTICIPATING IN SHOW AT TICC. THE TEAM CAPTAIN IS THE RESPONSIBLE PERSON WHEN ORDERING ANY ADDITIONAL JACKETS AND RESPONSIBLE FOR PAYMENT WITHIN TWO WEEKS FOLLOWING TICC. ONLY THOSE SHOW TEAM MEMBERS WHO ACTUALLY PARTICIPATE IN SHOW AT TICC ARE ELIGIBLE TO PURCHASE ADDITIONAL JACKETS. ALL ORDERS MUST BE PLACED AT TICC. (BOD 01/09)

8.9 SMALL SHOW TROPHIES:

THERE WILL ONLY BE 3 PLACES (3 TROPHIES) PRESENTED FOR EACH CATEGORY OF SHOW TEAMS. (BOD 05/17)

9 TICC GATE POLICY (2016):

PURPOSE - TO PROVIDE GUIDANCE FOR ISSUANCE OF WRISTBANDS AT TICC

9.1 STAFFING:

THERE MUST BE A MINIMUM OF FOUR (4) VOLUNTEERS AT THE RANCH GATE PER SHIFT.

9.1.1 NAME CHECK;

ONE VOLUNTEER - CHECK NAMES AGAINST LIST OF QUALIFIED COOKS / SHOW TEAMS / OLD 320

9.1.2 CASH MANAGEMENT:

ONE VOLUNTEER- RESPONSIBLE FOR CASH AND TO MAKE CHANGE WHEN NEEDED. WHEN CASH ON HAND REACHES $500, THAT MONEY WILL BE DEPOSITED INTO THE LOCK BOX AT THE GATE. A SECOND PERSON (WITNESS) WILL ATTEST TO THE DEPOSIT. A BOARD MEMBER, OR THEIR DESIGNEE, WILL PICK UP FROM THE LOCK BOX AND TAKE TO THE SAFE.

9.1.3 ISSUE WRIST BANDS:

TWO VOLUNTEERS - PLACE WRISTBANDS ON ATTENDEES

ADDITIONAL VOLUNTEERS ARE ALWAYS WELCOME

9.1.4 STEPS IN ISSUING WRISTBANDS:

VERIFY IDENTITY:

VERIFY AGE – IF UNDER 21, ISSUE "MINOR" WRISTBAND.

QUALIFIED COOKS / QUALIFIED SHOW TEAM – LIST PROVIDED BY TALLYMASTER

OLD 320 MEMBERS – LIST PROVIDED BY ALCALDE

FRIENDS OF CASI – LIST PROVIDED BY CASI BOARD MEMBER OR DESIGNEE

SPONSORS – LIST PROVIDED BY CASI BOARD MEMBER OR DESIGNEE

AUTHORIZED VENDORS – LIST PROVIDED BY CASI BOARD MEMBER OR DESIGNEE

SCHEDULED ENTERTAINERS – LIST PROVIDED BY CASI BOARD MEMBER OR DESIGNEE

DAILY ADMISSION WRISTBANDS WILL HAVE A DIFFERENT COLOR FOR EACH DAY

9.2 NUMBER OF WRISTBANDS AUTHORIZED

9.2.1 ONE WRISTBAND PER:

MULTIPLE WRISTBANDS WILL NOT BE ISSUED TO INDIVIDUALS WHO FALL INTO MORE THAN ONE CATEGORY. FOR EXAMPLE, A QUALIFIED COOK WHO IS ALSO A 320 MEMBER WILL STILL BE ISSUED ONE WRISTBAND TOTAL. THEY WILL NOT BE ISSUED A WRISTBAND FOR EACH CATEGORY.

9.2.2 QUALIFIED COOKS WRISTBANDS:

EACH QUALIFIED COOK WILL BE ISSUED ONE (1) WRISTBAND FOR THEMSELVES AND ONE (1) FOR THEIR GUEST.

9.2.3 NON CASI MEMBER:
IF QUALIFIED COOK IS NOT A CASI MEMBER, THEN THEY MUST PAY FULL ADMISSION

9.2.4 SPOUSE:
IF SPOUSE/GUEST IS A QUALIFIED COOK, THEY WILL NOT BE ISSUED AN ADDITIONAL BAND

9.3 SHOW TEAMS ARE AS FOLLOWS:

9.3.1 ONE MAN SHOW:
FOR ONE MAN SHOW, ONE (1) WRISTBAND WILL BE ISSUED.

9.3.2 SMALL AND LARGE SHOWS:
FOR SMALL AND LARGE SHOWS, THE QUALIFIED TEAM CAPTAIN WILL BE ISSUED ONE (1) WRISTBAND AT THE GATE AS NO COST.

FOR A SMALL SHOW TEAM, A TOTAL OF THREE (3) BANDS WILL BE ISSUED ON A REIMBURSEMENT BASIS.

FOR A LARGE SHOW TEAM, A TOTAL OF FIVE (5) BANDS WILL BE ISSUED ON A REIMBURSEMENT BASIS

FOR SMALL AND LARGE SHOW TEAMS, THE TEAM CAPTAIN IS ALSO A QUALIFIED COOK, NO ADDITIONAL BAND WILL BE ISSUED

9.4 OLD 320:
EACH OLD 320 MEMBER WILL BE ISSUED ONE (1) WRISTBAND

IF MEMBER IS ALSO A QUALIFIED COOK, NO ADDITIONAL WRISTBAND WILL BE ISSUED

9.5 FRIENDS OF CASI:
FRIENDS OF CASI WILL BE ISSUED ONE (1) BAND, IF NOT A QUALIFIED COOK, NOT TO EXCEED TWO (2) BANDS FOR A COUPLES MEMBERSHIP.

9.6 SPONSORS:
SPONSORS WILL BE ISSUED THE NUMBER OF BANDS APPROVED IN ADVANCE BY THE CASI BOARD ACCORDING TO THE AUTHORIZED LIST

9.7 VENDORS:
VENDORS WILL BE ISSUED THE NUMBER OF BANDS APPROVED IN ADVANCE BY THE CASI BOARD ACCORDING TO THE AUTHORIZED LIST

9.8 ENTERTAINERS:

ENTERTAINERS WILL BE ISSUED THE NUMBER OF BANDS APPROVED IN ADVANCE BY THE CASI BOARD ACCORDING TO THE AUTHORIZED LIST

9.9 OTHERS:

ANY PERSON NOT IN ONE OF THE GROUPS ABOVE WILL BE REQUIRED TO PAY FULL ENTRY TO OBTAIN A WRISTBAND.

9.10 ADMISSION FEES:

NOON WEDNESDAY THROUGH END OF TICC: $40 PER PERSON

INDIVIDUAL DAY PASSES: $20 PER PERSON, PER DAY

MINORS 10 AND UNDER: FREE

NO MILITARY DISCOUNTS (POSSIBLE DISCOUNTS FOR CONCESSIONS/BEVERAGES WITH APPROVAL OF BOARD)

9.11 PRIOR TO TICC:

WEDNESDAY PRIOR TO TICC, PARTICIPANTS OF THE OTICC (VERIFIED BY OTICC WRISTBANDS) WILL BE GIVEN FREE ACCESS FOR THE DAY

10 USING THE RANCH:

10.1 REQUESTING ADMITTANCE:

ANY CASI MEMBER, THAT INCLUDES CURRENT ANNUAL MEMBERS, LIFETIME MEMBERS, AND OLD 320 MEMBERS, MAY REQUEST ADMITTANCE TO OVERNIGHT CAMPING AT RANCHO CASI DE LOS CHISOS FOR NO MORE THAN 5 CONSECUTIVE DAYS NOT INCLUDING THE FIVE DAYS DURING TICC OR DURING THE BLACKOUT WEEK BEFORE AND THE BLACKOUT WEEK AFTER TICC; 19 DAYS TOTAL. THE REQUEST MUST BE MADE BY WRITTEN REQUEST TO THE RANCH MANAGER TWO WEEKS PRIOR TO ARRIVAL AND MUST BE APPROVED BY THE CASI BOARD OF DIRECTORS. A WRITTEN REQUEST MAY BE VIA USPS OR VERIFIED RECEIPT OF AN EMAIL. ANY CAMPING ON THE CASI PROPERTY AT RANCHO CASI DE LOS CHISOS WITHOUT NOTICE AND APPROVAL WILL BE CONSIDERED TRESPASSING WITH PROPER LEGAL ACTIONS TO FOLLOW. LEGAL ACTIONS WILL BEGIN WITH CONTACTING THE LOCAL AUTHORITIES TO ASSIST WITH COMMUNICATING WITH THE TRESPASSER(S) TO VACATE THE PROPERTY. SHOULD FURTHER ACTIONS BE REQUIRED, THE RANCH MANAGER WILL CONTACT THE CASI BOARD OF DIRECTORS AND THEY WILL THEN DETERMINE THE NEXT STEP.

10.2 WHAT IS CAMPING:

CAMPING ON THE RANCH IS DEFINED AS DRY CAMPING ON THE LAND, NOT TO INCLUDE PLUGGING INTO ELECTRICITY OR USING THE PROPERTY'S WATER SOURCE. THE USE OF ANY BUILDINGS ON SITE IS PROHIBITED, INCLUDING BUT NOT LIMITED TO CAMPING UNDER THE PAVILIONS OR USING ANY STRUCTURE AS A TEMPORARY HABITAT.

10.3 OTHER USES:

ANY OTHER USE OF RANCHO CASI DE LOS CHISOS, INCLUDING RENTING THE PROPERTY FOR A NON CASI EVENT MUST HAVE THE APPROVAL OF THE CASI BOARD OF DIRECTORS TWO WEEKS PRIOR TO ANY EVENT.

ANY EXTENUATING CIRCUMSTANCE ARISING OUT OF THE 19 DAYS DURING TICC WILL CONSIDERED ON A CASE BY CASE BASIS. (I.E., BROKEN RV, SUDDEN ILLNESS, ETC.) (NEW BOD 01/2017)

11 OLD 320 POLICIES

11.1 RETURNING SITES TO CASI:

PERSONS DONATING THEIR OLD 320 SITES BACK TO CASI WILL RETAIN PRIVILEGES OF THE ORIGINAL OLD 320 MEMBERS. (BOD 07/02)