

**PLEASE NOTE:**

**Items identified in red indicate that the regulations is under review by a subcommittee.**

**Until a formal change is made and ratified by the Board, the regulation still applies.**

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## **1.0 PURPOSE AND RESPONSIBILITY**

The purpose of this manual is to set out the Rules and Regulations that govern and define the practical operations of the Boer Goat Breeders Association of Australia, its Board of Directors and its members.

Notwithstanding anything herein contained, the Association assumes no responsibility, financial or otherwise, for any loss or damage that may be sustained by a person by reason of the rejection, suspension, cancellation or correction of any registration, transfer or other document or by reason of the rejection of any application of membership to the Association or suspension of any such membership.

## **2.0 NAME**

The name of the incorporated Association is the Boer Goat Breeders Association of Australia Limited (hereinafter called the "Association"). The Association is incorporated under the Corporations Law Act of South Australia, is a Public Company limited by guarantee and was registered on 6<sup>th</sup> January 1995.

## **3.0 OBJECTIVES**

The Association is an independent, not for profit organisation - the objectives of which are:

- Promotion and development of the breeding and production of Boer Goats in Australia
- Promotion and development of by products of Boer Goats
- Provision of information and educational material in relation to Boer Goats
- Promotion of the objectives of the Company and other bodies and organisations which have similar objectives and expertise.
- Assisting to create an environment that encourages the development of the Boer Goat industry in Australia
- To become a reference point for government and industry on the requirements for participation in and the development of the Boer Goat Industry in Australia.

## **4.0 POWERS**

To enable the Association to give effect to its objectives, the association may:

- Arrange meetings of its Members
- Arrange conferences, seminars, shows and other meetings
- Liaise with other bodies with similar objectives
- Publish and distribute, assist in publishing and distributing, any newsletter, periodical, book, article, leaflet, computer software, audio visual materials or other similar items that the Association considers desirable for the promotion of its objectives
- Receive membership subscriptions
- Undertake or direct or grant sums of money from the Association's funds in pursuit of its objectives and
- Do all such other lawful things that are incidental to or conducive to the attainment of one or more of its objectives.

## **5.0 DEFINITIONS**

In these Rules, the following shall have the meanings respectively assigned to them:

"Association" includes the company as defined in the Memorandum and Articles of Associations and has the same meaning as in the Corporations Law Act.

"Director" includes any person acting as such and has the same meaning as in the Memorandum and Articles of Association

"Member" means a financial member of the Association and has the same meaning as in the Memorandum and Articles of Association.

"AGM" means the Annual General Meeting of the Association and has the same meaning as in the Memorandum and Articles of Association

"National Board" means the Board of Directors comprising seven Directors of the Association as described in Section 12 and Article 1 of the Memorandum and Articles of Association.

"Financial year" means a year commencing 1<sup>st</sup> July and ending 30<sup>th</sup> June in the following calendar year.

“Membership year” means a year commencing 1<sup>st</sup> January and ending 31<sup>st</sup> December in any calendar year.

“Schools” means any educational facility.

“Portfolios” means the specific area of management of the Association. These areas of management are considered the core business of the Association.

“Branch” a committee of members elected by the members of the State or Region to run the affairs of that State or Region and approved by the Board of Directors.

“Breeder” means the owner of the dam of an animal at the date on which that animal is conceived.

“Dam” means the genetic mother of a kid.

“Embryo” means the fertilized ova that is older than five days and is still living.

“Full blood Boers” means animals that are entirely descended from animals exported from Africa as full blood boer goats.

“Imported” means introduced into Australia from overseas.

“Register” means the Boer Goat Register that belongs to the Association and contains the records of individual animals

“Registered” means the animal has been recorded on the Association’s database .

“Registrar” means the person appointed by the Association for the purpose of operating the Register.

“Branch General Meetings” means an extraordinary meeting as defined in the Memorandum and Articles of Association.

“Commercial membership” means an Associate membership as defined in the Memorandum and Articles of Association Section 7A.

“Executive Committee members” means those members who make up a Branch Executive that is the Chairman, the Secretary and the Treasurer.

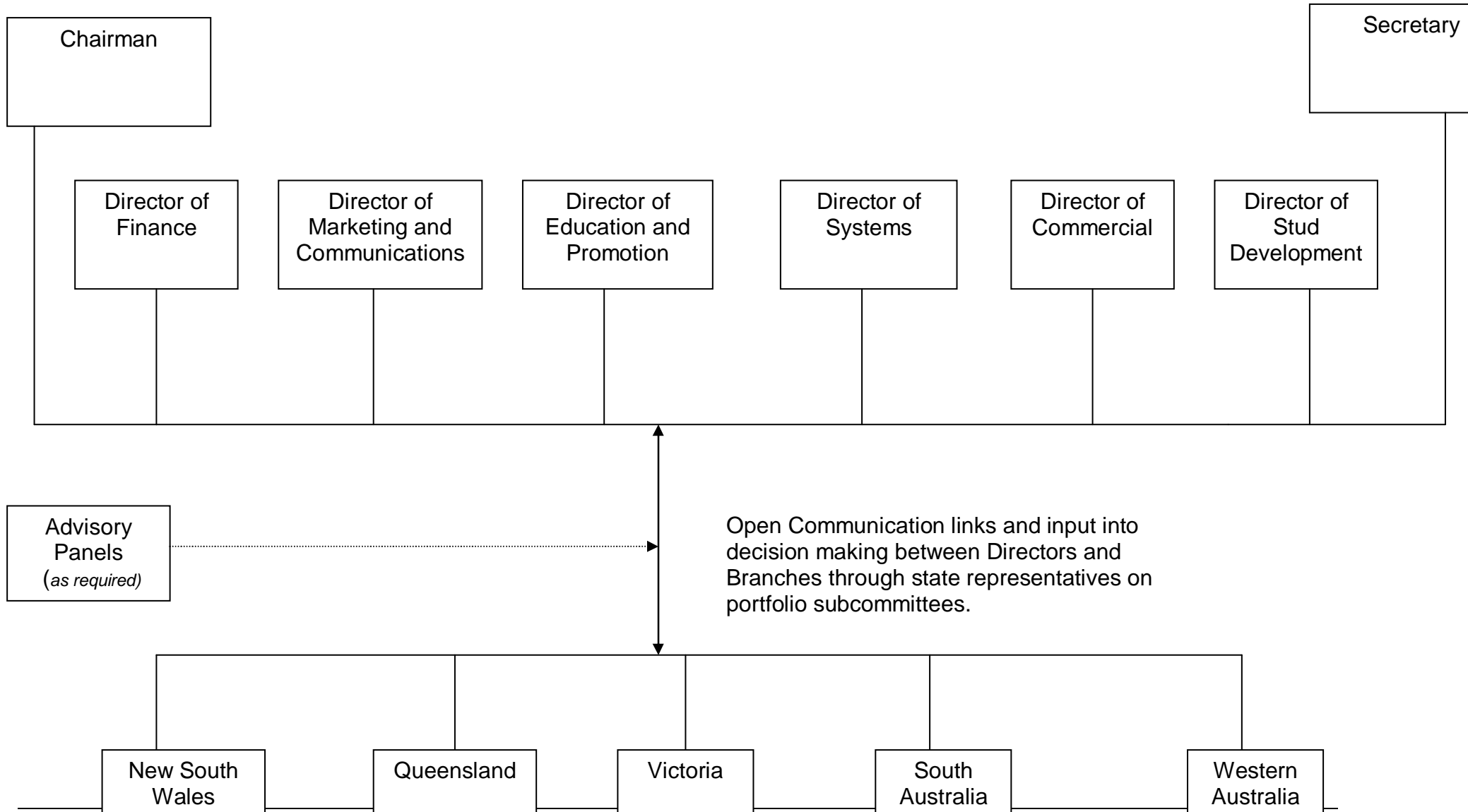
## **6.0 ALTERATIONS TO THE RULES**

These rules and regulations must not be altered except in accordance with the Corporations Act and this rule.

Where additions or alterations to the rules and regulations are required the following process will apply.

- Considerations for additions or alterations may be raised at one of the following points:
  - ◆ Members raise issues at Branch level which are then passed onto the relevant Subcommittee members.
  - ◆ Members write directly to the Director of the relevant Sub committee
  - ◆ The Board raises an issue
- The subcommittee will discuss the issue and once an agreement has been reached, it will be forwarded to the Directors for approval.
- Once approval has been received from the Directors, the Systems Director will ensure that the relevant rule or regulation is altered and the Operations Manual appropriately updated.
- Updated copies will be available to Branch Secretaries either down-loaded from the National website or forwarded electronically.

### 7.0 ORGANISATIONAL CHART





## 8.0 MEMBERSHIPS

An eligible person who applies and is approved for membership of the Association in accordance with the Memorandum and Articles of Association and Rule 8.1 shall become a member on payment of the appropriate membership fee payable under these Rules

### 8.1 Eligibility and Application

- (a) A person is eligible to be a member of the Association on completion of the relevant Membership Form.
- (b) An application of membership must be lodged with the Secretary or delegated nominees.
- (c) Where an entity (that is a company, partnership or school) applies for membership, it must nominate a person to whom the relevant membership voting rights are empowered. This person can be changed from time to time in writing from the entity.

### 8.2 Classes of Membership

Admission for membership of the association may be as follows:

#### 8.2.1 Stud Membership

This membership allows access to the Stud Upgrade and Flock Registers and is principally intended for members wishing to register full blood boers or purebred boers. Full members are members of the company and bound by its Memorandum and Articles of Association as well as these Rules and Regulations. Full members are entitled to full voting rights at branch and federal levels and are able to nominate for the position of Director or Branch Committee Member.

On applying for Full Membership, a person shall submit for approval a preferred prefix. If the prefix is not available, then a prefix will be allocated.

Full membership may also apply to Schools. The membership entitles the school to free registration and transfer of animals within the first 12 months of their membership.

The school will be treated as an entity as defined in Section 8.1 ( c).

### **8.2.2 Commercial Membership**

Commercial members are not stud members but are members of the Company and are bound by its Memorandum and Articles of Association, Code of Ethics and these Rules and Regulations. They cannot vote at any general meetings nor nominate for the position of Director but can vote at Branch Meetings. They can register goats on the up-grade or flock register upon registration of a herd/flock prefix until such time as that register is closed.

Where commercial membership is applied for those under the age of 18 years, parental consent must be obtained prior to the membership being accepted by the Secretary or delegated nominees. Parents will also be required to sign a "Release for Liability" for each junior and this form must be lodged with the membership application prior to the membership being accepted.

### **8.2.3 Subscribers**

Subscribers are individuals or entities including overseas organisations who subscribe to the Boer Briefs or the Association's official publication at the time and are not members of the Company. They are not bound by the Memorandum and Articles of Association of the Company or these Rules and Regulations and accordingly have no voting rights or other rights and cannot register goats.

## **8.3 Acceptance of an Application**

- (b) The Secretary or nominated delegate must within 28 days of receipt of payment of fees, enter the applicant's name on the Register of Members or notify them of their rejection.
- (c) An applicant for membership becomes a Member and is entitled to exercise the rights of membership when his or her name is entered on the Register of Members except if this occurs less than 28 days from a general meeting of the Association or a Branch in which case the membership rights can be exercised immediately after the closing of the meeting.

- (d) Upon acceptance of the membership, the member becomes bound by the Rules and Regulations of the Association defined herein and within the Articles of Association of the BGBAA.

#### **8.4 Rejection of an Application**

If the Board rejects an application, the Secretary or delegated nominee must, within 28 days, notify the applicant in writing that the application has been rejected.

#### **8.5 Membership Fees**

The annual membership fee is the relevant amount as may from time to time be determined by the Board and adopted by the AGM and is payable on or before the beginning of membership year ie 1<sup>st</sup> January.

#### **8.6 Rights, Privileges, Obligations and Responsibilities**

All rights privileges and obligations of a person as a member of the association are not capable of being transferred or transmitted to another person and terminate upon the cessation of membership whether by death, resignation, failure to pay fees or as determined by the Board from time to time.

The rights and privileges of a member depending on the type of membership are:

- Members have the right to use the Association Logo in their advertising.
- Members have the right to register their stud animals in accordance with the registration procedures. Refer to Rule 17.1.
- Members have a responsibility to keep proper records of their breeding activities of each animal within the member's herd.
- Members have a responsibility to ensure that their membership is current at the time of registering any animal or voting in any election.

- Members have the right to have any animal owned and registered in their name, deregistered once the appropriate written application has been received by the Registrar.
- Members are responsible to ensure that all animals kept under their control are kept in accordance with the relevant State Code of Practice or the Welfare of Animals.
- Members shall not knowingly misrepresent the characteristics of the animal, nor falsely advertise or mislead any person regarding the performance of the animal and/or health status of the animal.
- Members shall ensure that when selling or transferring any animal to another person that all documentation required by the Association will be provided to the Purchaser or transferee at the time and point of sale.

## 9.0 REGISTER OF MEMBERS

- (a) The Secretary or delegated nominee must keep and maintain a register of Members containing:
  - The full name and address of each member and in the case of entities, the nominated person for that entity.
  - The date on which each member's name was entered in the register.
- (b) The register is available for inspection free of charge by any Member upon request.
- (c) It is the responsibility of each member to ensure that they advise the Secretary or the delegated nominee of their current address.

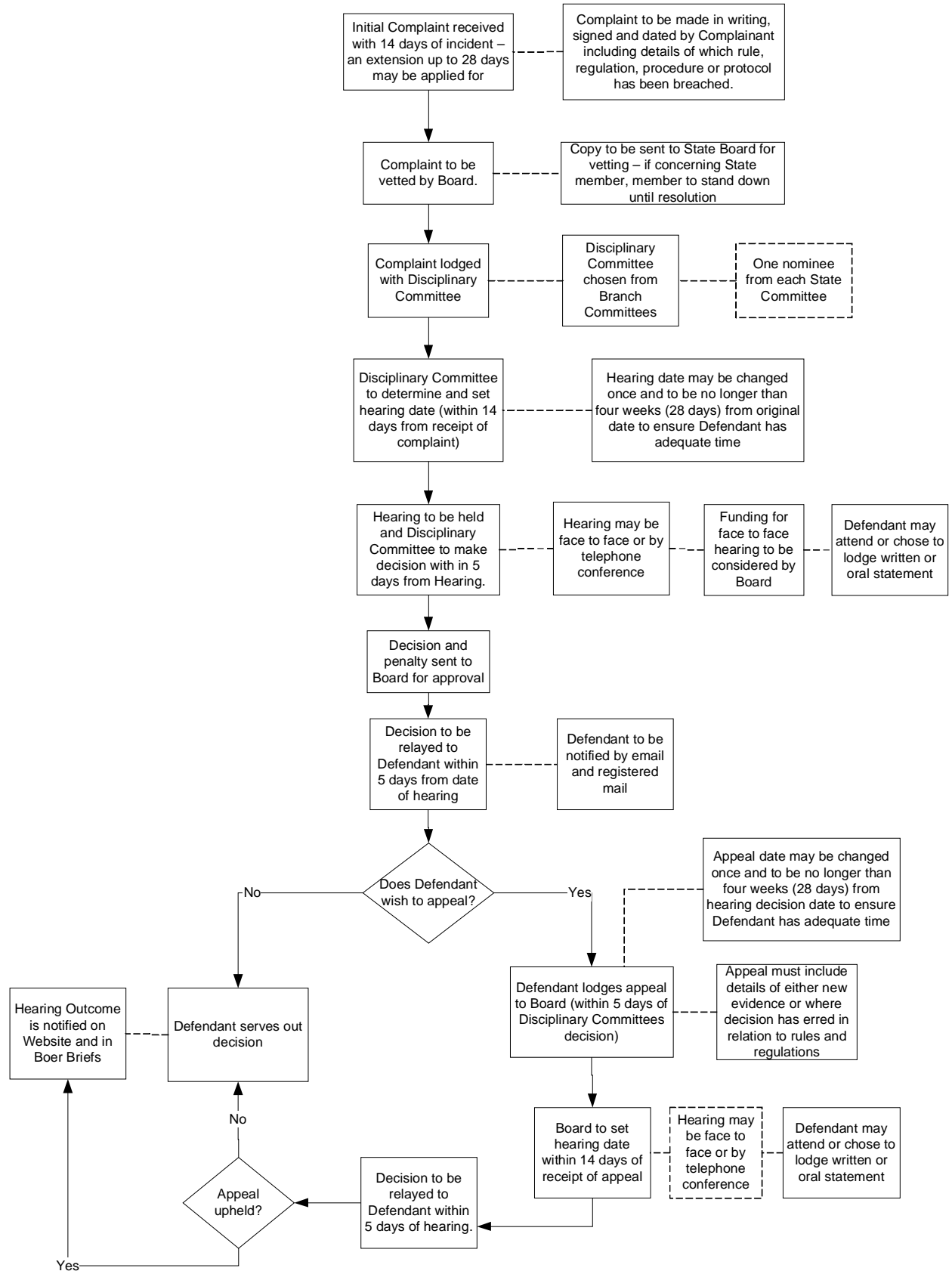
## 10.0 CEASATION OF MEMBERSHIP

- (a) A member, who has paid all monies due and payable to the Association may resign from the Association by giving written notice to the Secretary or delegated nominee of his or her intention to resign but shall continue to be liable for any sum not exceeding \$10.00 for which he is liable as a member of the Association as stated in Clause 9 of the Memorandum and Articles of Association.
- (b) The Secretary or delegated nominee shall record in the Register of Members the date on which the notice referred to above is received. The date recorded shall become the date on which the member ceased to be a member.
- (c) A member who fails to make payment of his or her annual fees by the date which is 90 days after the due date for payment of the annual fee shall thereupon cease to be a Member of the Association will be required to reapply as a new member. Subject to the written approval of the Board, the member may however, be reinstated as a member upon payment of all amounts outstanding together with any fine that the Board from time to time may specify. The written approval must accompany the renewal of membership

## **11.0 DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS**

If a member refuses or neglects to comply with any of the provisions of the Association's Constitution or Regulations or is in the opinion of the Board guilty of any conduct prejudicial to the interests of the Association or is in the opinion of the Board, guilty of conduct which is unbecoming of a member or which renders the member unfit for membership, the Board has the power to reprimand, suspend from all privileges of membership for such period as it considers fit, expel or accept the resignation of such member and to remove the person's name from the register of members.

The process is in accordance with the flowchart and guidelines detailed in the following pages.



## 11.2 Guidelines:

Complaints must be lodged with the Board in an appropriate format - in writing signed and dated by the Complainant and with full details of which Rule or Regulation was breached and how it was breached. Where complaints are linked to Court proceedings, the complaint may be lodged but will be on hold until the Court proceedings have been heard.

The complaint must be lodged within 14 days of the incident. Where complainants require more time, application may be made to the Board for an extension up to 28 days from the date of the incident. A \$20.00 should accompany the complaint - this will be refunded if the Complaint progresses to a hearing.

Once complaints have been received by the Board, the Board will make a decision on the progression of the Complaint. The Board will vet all complaints and where the Board believes the complaint to be frivolous, the complaint will be discarded. Where the Board decides that the complaint is to proceed, a copy of the complaint will be forwarded to the relevant State Executive for their information.

Where the complaint concerns either a Director or State Executive Member, the relevant member must stand down until the complaint has been heard and a decision made.

A Disciplinary Committee of five members will be chosen to hear the complaint. State Branches are to nominate a Branch Executive member to stand on the Disciplinary Committee.

The Disciplinary Committee is to meet either face to face or by telephone and elect a Committee Chairman. If the Committee cannot decide on a Chairman, they may request a Board Member to act as Chairman. The Committee at the same meeting must then determine and set the meeting date for the hearing of the Complaint. This date must be within 14 days of the Committee Chairman's receipt of the complaint.

Once the Hearing date has been set, the Committee must advise the Defendant. The Defendant may request an extension of time for the hearing provided that the extension does not exceed 28 working days from the original hearing date.

The Defendant may choose to attend the hearing or submit a written or oral statement. If the Defendant chooses to attend the hearing, the Chairman is to open the meeting by reading details of the Complaint. The Defendant may then reply to the Complaint.

The Disciplinary Committee may question the Defendant but only in respect to the details of the complaint or the defendant's reply to the complaint. No questions by the Committee or comment by the Defendant are to be outside the details of the complaint. The hearing must be recorded and minuted.

Once the Committee has heard all the arguments in regard to the Complaint, the hearing will be closed and the Committee will retire to consider their decision. The Committee has a maximum of five (5) days to reach their decision.

Once a decision has been reached, the decision and penalty (if applicable) will be forwarded by the Chairman together with a copy of the minutes to the Board for approval.

The Board will notify the Defendant of the decision and any applicable penalty within five (5) days of the receiving the Committee's recommendation. The notification is to be sent to the Defendant by email and by registered mail.

Should the Defendant wish to appeal the decision, an Appeal notice in the appropriate format is to be lodged with the Board. The Appeal is to be in writing, signed and dated by the Defendant detailing any new information or where the decision has erred in relation to the Regulations of the Association. The Appeal is to be lodged within five (5) days of notification by the Board of the original Committee decision.

If the Defendant does not wish to appeal, the Disciplinary Committee's decision and penalty will stand and be published on the website and in the next issue of the Boer Briefs.

Where an appeal notice has been lodged with the Board, the Board will set a hearing date. The Hearing may be face to face or by telephone conference and the Defendant may choose to attend or lodge a written or oral statement.

The Appeal Hearing date is to be set no later than fourteen (14) days from the receipt of the Appeal Notice.

The full Board of the BGBAA will hear the Appeal and relay a decision to the Defendant within five (5) days of the Appeal Hearing. The outcome of the Appeal will be detailed on the website and in the Boer Briefs.

### **11.3 Complaint against a Board or Branch Executive Member**

Where the complaint made merits prosecution against a Board Member or a Branch Executive Committee member, the member will be required to stand aside from their position until a final determination has been made.

### **11.4 Suspension**

Where the resultant decision of the Board is the suspension of a member, this will mean that for the term of the suspension, the member:

- ◆ Cannot register or transfer any animal during the period of the suspension
- ◆ Must stand down from any Branch or Portfolio Subcommittee for the term of the suspension. Branches cannot second a replacement member for the term of the suspension
- ◆ Cannot stand for nomination as a Director during the period of the suspension
- ◆ Must stand down as a Director for the term of the suspension
- ◆ Cannot enter any animal for a show sanctioned by the Association during the period of the suspension
- ◆ That the member's name and the term of the suspension will be published in the Boer Briefs and on the National website.
- ◆ Cannot vote on any issue at any level (Federal or State)
- ◆ Where the member is a partner or a director of a company entity, the partnership or company entity carries the same suspension.

## 12.0 THE DIRECTORS

### 12.1 Duties of the Directors

Subject to these Rules and Regulations, and the Corporations Law Act , the affairs of the Association shall be managed by the Directors.

The Directors:

- (a) shall control and manage the business and affairs of the Association;
- (b) shall act in the best interests of the Association and its members
- (c) as appropriate and from time to time take direction from the general membership provided that the direction is in line with the Association's Strategic Goals and Objectives and Corporations Law.

### 12.2 Functions of the Directors

The primary function of the Board of Directors is to maintain the effective and efficient operation of the Association. The functions shall include but not be limited to:

- Development, implementation and review of a Strategic Plan subject to the objectives of the Association
- Formulate and monitor annual goals and objectives
- Evaluation Association performance
- Approve Budgets
- Sign legal documents and enter into contracts where appropriate
- Oversee and authorise the functions of the Portfolios
- Resolve disputes and grievances and issue disciplinary action where necessary in accordance with Section 11.
- Control the breed standards and the breed registry

- Set standards and conduct Judge's schools for accreditation of judges
- Liaise with Federal Government and Federal Industry bodies
- Ensure that the general public is covered by Public Liability when attending events and functions sanctioned by the Association
- Approve and/or conduct promotional and marketing activities including the National Championship Show
- Publish and disseminate information and educational material in consultation with the relevant Subcommittee

### **12.3 National Office Bearers**

Office Bearers for the Board of Directors are:

Chairman – elected by the Board of Directors. The Chairman shall have a second or casting vote where an equality of votes occurs in accordance with Article 48 of the Memorandum and Articles of Association.

Secretary – shall in accordance with Corporations Law be appointed by the Board for such term and upon such conditions as it thinks fit. The Secretary should be chosen from amongst the Directors and may be removed by the Board.

Treasurer - shall be appointed by the Board of Directors.

Director of (Portfolio) – shall be appointed by the Board of Directors at the first meeting of the Directors that occurs after the Annual General Meeting to facilitate and chair meetings of the Portfolios in accordance with Section 14.

### **12.4 Term of Directors**

Directors stand for a period of two years at the conclusion of which they shall retire but are eligible for re-election.

Directors may resign at any time during their two year term. If they do, a new Director/s may be seconded but not elected. The seconded director will serve the remainder of time left by the resigning Director.

### **12.5 Election of Director**

Any stud member is at liberty to nominate himself/herself as a Director. The nomination shall be in writing accompanied by a short pertinent resume and signed by the nominee.

Nominations are to be received at a minimum of four weeks prior to the closing date for voting. All voting for Directors is to be by postal vote.

### **12.6 Annual General Meetings**

The Association shall hold an annual general meeting once during any calendar year. This meeting should be held during the months of October or November.

### **12.7 Resignation of a Director**

In accordance with Article 35 (e) of the Association's Memorandum and Articles of Association, Directors must resign in writing. The written resignation may be in electronic form by email but shall not be faxed.

Where an email is used, the resignation will only be confirmed once the official resignation form has been signed and lodged with the Secretary.

### **12.8 Election of the Chairman**

The election of the Board Chairman is to be made at the first meeting of the Directors to be held after the Annual General Meeting. The election should be a "secret ballot" and if not held on a face to face basis should be held by email with a selected Returning Officer.

## 13.0 BRANCHES

Branches are not a legal or autonomous body, but are a group of members authorised and approved by the Board to administer and uphold the Association's Rules and Regulations at all times. Branches have no authority to alter or suspend any of the rules or regulations of the Association without the express written authority of the Board.

Branch Executives members are elected in the manner prescribed by the Board from time to time. Branch Executive members are placed in a position of trust and are expected to fulfil their positions ethically and honourably.

### 13.1 Power and Duties of Branches

Branches through their Executive Committee shall have the power and duties to:

- ◆ Expend money and enter into contracts the cumulative amount or liability for which does not exceed the balance of Branch funds. This precludes borrowing of funds without Board approval.
- ◆ Conduct Shows, Hoof and Hook competitions, field days and seminars in accordance with the Board's standards and rules and regulations
- ◆ Conduct judging schools in accordance with the Board's standards and rules and regulations
- ◆ Conduct promotional and marketing activities including advertising
- ◆ Publish and disseminate information and educational material in consultation with the Board to ensure uniformity and correctness of content.
- ◆ Interact with government and industry groups on a state level
- ◆ Provide a means for members to form independent production alliances or co-operatives
- ◆ Conduct sales on behalf of members in accordance with the Board's standards and rules and regulations
- ◆ Conduct revenue raising activities
- ◆ Integrate sectors of the industry
- ◆ Affiliate with industry and government groups appurtenant to the Branch or Region
- ◆ Form sub-regional and sub-industry groups and committees under its direct control
- ◆ To otherwise conduct activities in accordance with the objects of the company relevant to the needs of the Branch members and the Branch or Region.

As actions of the Branch or Region are actions of the Association and affect all members restrictions have been placed on expenditure, contract and business activities such as co-operatives which are not independent of the Association. The Board's approval is required for such matters.

### **13.2 Election of Branch Committees**

Election of Branch committees is to be held yearly and by postal vote. Nominations are to be received at a minimum of four weeks prior to the closing date for voting. Each committee member will be elected by the Branch members at a Branch Annual Meeting.

All Committee Members elected hold the position for twelve months. Executive Committees may only have a maximum of seven (7) members and a minimum of three (3) members. Each committee member must take a portfolio except the Secretary.

Where committees have less than 7 members, each committee member may take on a maximum of two portfolios.

Executive Committee Members may resign at any time during their term. If they do, new Executive Committee members may be seconded but not elected. The seconded committee member will serve the remainder of time left by the resigning Committee member or until the next Annual General Meeting of the Branch whichever occurs first.

In the event that a Branch executive member is successful in obtaining directorship, then the person with the next highest number of votes will take their place on the Branch Committee.

The spouses or partners of Directors will be permitted to stand and hold positions on Branches Committees.

Where the number of nominations for elections does not exceed two, then no postal vote will be held. At the Branch's Annual General Meeting, nominations may be taken from the floor. Where the nominations exceed the maximum number of seven (7) a secret ballot will be taken from the members present provided there is a quorum.

### **13.3 Branch Committee Voting Process**

All voting for Branch Committee executives will be held by postal vote. The same rules apply to the postal vote of Branch Committee as does for the election of Directors.

Stud or Commercial members may stand for election to Branch Committees under the same regulations as for the election of National Directors. The nomination must be seconded by a current financial stud or commercial member.

Where members and their spouses or partners attend a meeting, they only have one vote unless they hold individual memberships.

Each member present at a Branch meeting is entitled to one vote. In the case of equality of voting, the Chairman shall have a second or deliberative vote.

### **13.4 Branch Meetings**

The regulations government General Meetings of the Association shall apply to the Branch as if the Branch was the Association and the Branch's Membership was the Association's Membership except to the extent that Commercial Members shall have the same rights as Stud Members at Branch General Meetings unless contrary intentions appears herein.

#### **13.4.1 Annual General Meetings**

Branch Committees are to hold an annual general meeting of members at least once per year. This meeting must be held not less than one (1) week and not more than eight (8) weeks prior to the Annual General Meeting of the Association. A quorum of members must be ten (10) of the financial members of the Branch.

#### **13.4.2 General Meetings**

Branches are permitted to hold general meetings at any time during a calendar year. No business can be transacted at general meetings unless a quorum of members is present. A quorum of members must be a minimum of 10 of the financial members of the Branch. No business of the Branch can be conducted unless a quorum is present.

### **13.5 Re-allocation of Portfolios**

In the event of the death of a subcommittee member or the resignation of a subcommittee member, the Branch may choose to nominate another member as a replacement. The replacement member will serve out the time remaining from the original appointment. The replacement member may stand for election at the next Branch Committee elections.

### **13.6 Federal Sub Committees**

Each director with the exception of the Secretary will be the Chairperson of a Subcommittee made up of one member from each Branch who will be appointed at the Branch level into that portfolio ie there will be a maximum of five committee members and a director for each portfolio.

In the event that a Branch cannot raise a committee of seven, any person on the Branch will be allowed to attend committees to enable the Branch to be represented in each portfolio.

Portfolio Committees will meet at least once per year, where practical it should be face to face at the Federal AGM, but are expected to conduct their business, either by phone or e-mail.

Portfolio Committees will be responsible for recommendations and discussions from Branch Level to Director level. Subcommittees cannot meet if the Federal Director of that Portfolio is not able to attend, but are not required to have all subcommittee members attending any meeting provided all members had notice of the meeting at least fourteen (14) days prior to the meeting date.

Where a vote is required on an issue, a majority vote of the subcommittee will decide the outcome. A majority shall be the first number in excess of 50%.

The Federal director or Chairman of the Sub Committee does not vote unless a casting vote is required for the status quo.

A quorum for the subcommittee will be the Director plus three (3) state representatives.

### **13.7 Branch Officer Bearers.**

Branch officer bearers have the same position titles as do the Directors. That is

- ◆ Chairman – The executive member ultimately responsible for the running of the Branch.
- ◆ Secretary – the executive member responsible for general secretarial and administration duties for the Branch. It is the Branch Secretary's responsibility to ensure that notices of all meetings held by the Branch are distributed to the members within the relevant time period, to enter minutes and resolutions and proceedings of such meetings into a minute book and send the Federal Secretary copies of the minutes of all meetings held by the Branch within thirty (30) days from the date of which such meeting was held.
- ◆ Treasurer – the executive member responsible for the financial duties of the Branch. Refer to Section 15 of these Rules and Regulations.
- ◆ Portfolio Members – the executive members who sit on the relevant subcommittees.

### **13.8 Meeting Procedures**

For meetings to be effective and achieve the Association's goals the following structure has been put into place. To be an active member at a meeting you must:

- ◆ Be well prepared
- ◆ Make sure you have read the agenda
- ◆ Be aware of the topics that will be discussed
- ◆ Be involved
- ◆ Be a good listener

### **13.8.1 Agenda**

Prior to all meetings an agenda is to be prepared. Where the meeting is for Directors, Portfolio Sub Committee or Branch Executive meeting, a copy of the agenda is to be sent to all relevant members at least five (5) days prior to the meeting.

Where the meeting is a General meeting, the agenda should be available to attending members.

Agendas are to include the following information:

- ◆ Where and when the meeting will take place
- ◆ What matters will be discussed.

A draft copy of the previous meeting minutes should also be available with the Agenda.

### **13.8.2 Meeting Structure**

The following sections form the meeting structure:

- ◆ Opening - the chairman declare the meeting open.
- ◆ Apologies - a list of those unable to attend
- ◆ Minutes of the Previous Meeting - the chairman will move that the minutes of the previous meeting be accepted and ratified.
- ◆ Business arising from Minutes - the chairman will ask the members if they wish to discuss any business from the previous minutes.
- ◆ Correspondence - the Secretary will table a list of the correspondence that has been received and the correspondence that has been sent out
- ◆ Reports (where applicable) - the chairman will ask the Treasurer and Portfolio subcommittee members to read their reports
- ◆ General Business - the items on the agenda will be discussed and debated.
- ◆ Other Business - items not on the agenda
- ◆ Close of Meeting - the chairman will advise the members that the meeting is closed and the date and time of the next meeting.

### **13.8.3 Members Voting at Meetings**

Members voting at meetings must be financial members at the time of the meeting. At Branch meetings - Stud and Associate members can vote, at Federal Meetings only Stud members are able to vote.

Where members and their spouses or partners attend a meeting, they only have one vote unless they hold individual memberships.

The Chairman shall not exercise his or her vote except in the instance of a casting vote. A majority shall be the first number in excess of 50%.

The Chairman, when there is no oral opposition to a measure, can use their discretion and rule that the vote be carried unanimously.

### **13.8.4 Meeting Motions**

Meeting motions are proposals put before the meeting to elicit a decision. They should be moved and seconded and if no seconder can be found, the motion lapses.

Discussion on the motion can take place. The chairman should ensure that the wording is clear before accepting the motion. Once accepted, the chairman should request a speaker for the motion and a speaker against the motion. At the end of the speakers have the motion read and take a vote. If the votes are equal the motion is lost.

Once the motion has been accepted by the chairman and seconded it becomes the property of the meeting and can only be altered by a formal amendment.

### **13.8.5 Notices of Motion**

A member may submit up to three motions on different subjects to the Secretary for inclusion in a meeting no less than seven (7) days before the meeting. No item shall be accepted by the Secretary for inclusion on any Board, Branch or Subcommittee Agenda, unless a detailed explanation concerning the rationale for submitting the item has been provided by the Member proposing the Agenda item.

Motions containing more than 300 words shall be ruled out of order by the Secretary. The Secretary will make sufficient copies of the motion for the members to read before and during the meeting.

### **13.8.6 Meeting Minutes**

Minutes are to be completed ensuring that the venue, time and date of the meeting are recorded. The Structure of the minutes should follow that of the Agenda.

Points of discussion should be noted and motions should be faithfully recorded.

Minutes of Directors, Portfolio Sub Committee and Branch Executive meetings should be distributed to the attendees within one (1) month of the meeting held. Where reports have been tabled and form part of the minutes these should be attached.

It is the Secretary's responsibility to ensure that Minutes of the Meeting are maintained. The Minutes shall remain legible, readily identifiable and shall be protected, stored and easily retrievable.

Minute folders are to be handed over when there is a change of Secretary.

Copies of minutes for all Branch meetings are to be forwarded to the Federal Secretary with four (4) weeks of the meeting.

### **13.8.7 Communication**

The Branch Executive shall have access to the up-to-date register of members and must give due notice to all members of Branch meetings and events.

Each Branch shall be allocated a section in the Boer Briefs and on the National Website which may be used for the provision of information to Branch Members at the discretion of the Board.

## 14.0 PORTFOLIOS

The Association has six portfolio areas. These portfolios are headed by a Director as shown in the Organisational Chart in Section 7.

### 14.1 Allocation of Portfolios

- (a) Portfolios will be allocated at the first meeting of the Directors after the Annual General Meeting.
- (b) It is the responsibility of the incumbent Director at the beginning of their term to set the aims and objectives for the subcommittee to achieve over the Director's term. These aims and objectives are to be published in the Association's quarterly Magazine – the Boer Briefs. A review of the aims and objectives should be made on a three monthly basis and a short report also published in the Boer Briefs.

### 14.2 Functions of the Portfolios

The Primary Functions for each portfolio are set out in these Rules and Regulations. These primary functions are to be reviewed on a yearly basis by the incumbent Director to ensure that the processes are functional, effective and productive.

#### 14.2.1 Portfolio for Finance

The primary functions of the incumbent in this position will be:

- Develop and approve budgets in consultation with all relevant portfolios
- Review budgets with the portfolios on a regular basis.
- Oversee company Accounts
- Review Branch budgets and finances.

**14.2.2 Portfolio for Education and Promotion**

The primary functions of the incumbent in this position will be:

- Identify and implement education programs
- Source sponsorship
- Develop strategies for holding field days, seminars, and educational and training days.
- Develop interaction between the Association and the Education Bodies already dealing in the Goat Industry.

**14.2.3 Portfolio for Marketing and Communications**

The primary functions of the incumbent in this position will be:

- To present the BGBAA in a positive and credible way to the media and public.
- Development of Resources, Internet, Boer Briefs, Press Releases.
- Strategies to market and promote the BGBAA to external and commercial markets
- Develop relationships with other sectors of the Goat Industry.

**14.2.4 Portfolio for Systems**

The primary functions of the incumbent in this position will be:

- Development of an integrated set of regulations for the governance of the Association.
- Develop a code of ethics that is practical and can be complied with by all members
- Develop protocols for all sections of the Association's activities

- Monitor registrations of animals and the Association's registration system to maintain the most accurate and reliable method.
- Develop a disciplinary process that is transparent that can effectively deal with situations and complaints as they arise.
- Develop an Issue Resolution and Dispute Policy and relevant procedures.

#### **14.2.5 Portfolio for Commercial**

The primary functions of the incumbent in this position will be:

- Develop strategies to ensure the use of the breed within the Commercial sector
- Develop strategies to build the Commercial sector interest in the breed
- Liaise with the Commercial sector to ensure that the breed meets the demands of the market.

#### **14.2.6 Portfolio for Stud Development**

The primary function of the incumbent in this position will be:

- Develop Breed standards to ensure seed stock meets local and export markets.
- Develop Showing and Judging Systems

### **14.3 Portfolio Meetings**

- (a) Directors are to communicate with their subcommittees on a monthly basis or as determined from time to time by agreement between the Director and the Subcommittee. This meeting can take place in a number of ways:
- By email
  - By telephone conferencing

➤ By face to face

The type of meeting is to be determined by the Director and should reflect the progress of the subcommittee's work. The dates should be set in advance to ensure that all members of the subcommittee have reasonable notice.

- (b) Where practicable, one face to face meeting a year should take place. This should be organised in association with the Annual General Meeting of the Association and take place the day after the Annual General Meeting. At face to face meetings and telephone conferencing meetings, Minutes are to be taken. These minutes are to be taken in accordance with Rule 17.2 and distributed to all members of the Subcommittee and a copy sent to the Federal Secretary or delegated nominee.
- (c) Further regulations and procedures for each of the portfolios are described in Sections 15 through to Section 20.

#### **14.4 Advisory Panels**

The Board may appoint one or more advisory panels consisting of financial members and subject to any rules that may be imposed by the Board. Advisory panels act in an advisory capacity only.

## **15.0 PROCEDURES FOR FINANCE PORTFOLIO**

The primary function of the Finance Portfolio is to oversee the Association's funds ensuring at all times that the Association is in a secure financial position.

### **15.1 Branch Treasurers**

Branch Treasurers have charge and custody of and are responsible for all funds transmitted by the State. The Branch Treasurer shall establish and maintain accounting records to the standard and upon whatever media as required by the Federal Treasurer of the Association from time to time.

#### **15.1.1 Requesting Cheques for Payment of Invoices**

When ordering goods or services on behalf of a State Branch invoices are to be made out to the B.G.B.A.A. C/- the relevant State Branch Secretary or Treasurer. These invoices are to be forwarded onto the Federal Treasurer or delegated nominee with a Requisition Form attached.

The Requisition must be fully completed and signed by the Branch Secretary and Treasurer. Refer to the Cheque Requisition Form in the forms section of this manual.

The Requisition form must be correctly completed, if not, it may impact on the time taken to pay the account or the fact that the account is paid.

The Invoice must be allocated to the correct general ledger account. Refer to the Chart of Account in Appendix XX for the relevant code. Where there still may be difficulty in determining where the amount should be allocated contact the Federal Treasurer for the correct information.

#### **15.1.2 Prompt payment of Invoices**

If there is a requirement to have an invoice paid promptly then a direct funds transfer can be made. Complete the requisition as above and fax it through to the Federal Treasurer or delegated nominee together with a note attached detailing the Bank details into which the amount is to be paid. Ensure that all relevant details

are forwarded including the BSB No. and Branch, Account number and full account name.

### **15.1.3 Funding and Grant Applications**

#### **15.1.4 Petty Cash**

Each branch has been given a cash “float” of \$200.00. The purpose of this is to provide the Branch funding for small items such as postage and photocopying.

It is the Branch Treasurer’s responsibility to ensure that records of the amounts drawn down and this should be recorded on the reimbursement requisition when applying for reimbursement of expended funds.

This float is not to be used for any major purchases (a major purchase being anything above the value of \$50.00).

#### **15.1.5 Asset Register**

State Treasurers are to keep a register of all assets held by the Branch. This would include but not be limited to:

- Banners
- Logo Product
- Books
- Posters
- Display Board

A stock take of all these items is to be made at the end of each financial year (30<sup>th</sup> June) and a copy of this stock take sent to the Federal Treasurer or delegated nominee. Where values are known by the Treasurer this should be included in the Stock take report.

### **15.1.6 Budgets**

State Treasurers are responsible to prepare and lodge a Budget for each financial year. These budgets should be prepared and submitted to the State Committee for approval. Once State approval has been granted the Budgets are to be forwarded to the Federal Treasurer.

State Budgets must be prepared and approved for each financial year by 30<sup>th</sup> June in the previous year ie. the budget for 2003 – 2004 must be completed and lodged by 30<sup>th</sup> June 2003. This will ensure enough time for the Federal Treasurer to complete the Federal budget in time for the Federal Annual General Meeting.

### **15.1.7 Handling of Cash and Cheques**

All cash should be banked. No Treasurer should be handling any cash except for the petty cash float.

All cheques should be deposited into the BGBAA National Account (BSB 082 407 Account No. 698865435).

A dissection of the deposit must be forwarded to the Federal Treasurer or delegated nominee either by fax or email (eg. Sponsorship, Sale of Goat Note Books, etc.) to ensure that Branch Accounts are valid.

### **15.1.8 Issuing of Invoices**

### **15.1.9 Membership Subsidiary**

A membership subsidiary of \$30.00 per financial member is made to the member's relevant State each year. This subsidiary is paid

six monthly and is to be used by the State's to enable them to meet their day to day activities and is fully accountable.

The subsidiary is only paid on full memberships. Where the subsidiary due to the size of the membership or the geographical size of the State, does not cover the day to day administration expenses, States may apply for extra funding. Refer to Funding and Grant Application sections for this process.

#### **15.1.10 Reporting by the Federal Treasurer or delegated nominee to Branches:**

Reporting to Branches from the Federal Treasurer or delegated nominee will take the following form:

- Monthly "Profit and Loss" accounts and a running balance of branch funds.
- New members listings
- Subsidies (\$30.00 rebates) will be credited to branch accounts twice per year - March and June approximately.

#### **15.5.1 N.S.W. State Treasurer**

N.S.W State Treasurer will be responsible for all funds transmitted by the State.

##### **15.5.1.1 Cheques for Payment of Invoices**

When ordering goods or services on behalf of the State Branch invoices are to be made out to the N.S.W. Branch B.G.B.A.A. C/- the Treasurer. These invoices will be paid after approval of the Branch executive and the treasurer will then note the transaction in the general ledger of the books of account.

Appendix 155 is an abbreviation of the Association's Chart of Accounts used by the New South Wales Branch.

**15.5.1.2 Petty Cash**

Petty cash will kept to a nil level except for official events where enough cash will be kept by the treasurer for “change” for the occasion

**15.5.2 Handling of Cash and Cheques**

All cash and cheques will be banked into the BGBAA N.S.W. Account . A dissection of the deposit must be entered into the treasurers book of accounts , which will be balanced at the 30<sup>th</sup> June each year and a copy sent to the Federal Treasurer no later than the 30<sup>th</sup> August of the same year.

**15.5.3 Membership Subsidiary**

A membership subsidiary of \$30.00 per state financial member is made to the N.S.W. Branch each year. This subsidiary is paid six monthly into the State Account and is to be used by the State’s to enable them to meet their day to day activities and is fully accountable.

**15.5.4 Reporting to Federal and State Bodies**

At the end of each financial year the treasurer will prepare a detailed profit and loss account and provide a copy to the Federal Treasurer and a copy to the Secretary 4 weeks before the State Annual General Meeting.

**16.0 PROCEDURES FOR EDUCATION AND PROMOTION PORTFOLIO**

**16.1 Promotional Material and Items**

**16.2 Surveys**

**16.3 Educational Days and Seminars**

**16.4 Protocol for Sponsors**

## 17.0 PROCEDURES FOR SYSTEMS PORTFOLIO

The systems portfolio is responsible for the formulation and enforcement of the policy and procedures which govern the Association. Notwithstanding anything herein contained, the Association assumes no responsibility, financial or otherwise, for any loss or damage that may be sustained by a person by reason of the rejection, suspension, cancellation or correction of any registration, transfer or other document or by reason of the rejection of any application of membership to the Association or suspension of any such membership.

### 17.1 Breed Standard

#### 17.1.1 Reviewing the Breed Standard

The Breed Standard will be reviewed on a five yearly cycle. Each State is to select a representative (not necessarily from that State) to be on a review panel. Each State is to select an issue to be dealt with by the Review Panel. An independent facilitator could be selected is required.

### 17.2 Herd Book and Registration Procedures

An animal is not considered to be “registered” until it has been tattooed and the application for registration accepted by the Registrar and the Pedigree Registration Certificate issued.

#### 17.2.1 Stud Prefix and Herd Code

When apply for membership every person accepted as a full or Commercial member of the association shall record:

- A stud prefix (up to 20 letters) which shall be used as a prefix to and as part of the name of every goat of which he/she is the breeder and which is submitted for registration in the register.
- A preferred herd code of 2 or 3 letters.

### **17.2.2 Registrar's Discretion**

The registrar may decline to register or record any stud or herd name, stud prefix or herd code which in the opinion of the registrar, resembles that of any other breeder of livestock whether in Australia or elsewhere or which he perceives as contrary to the interests of the Association.

### **17.2.3 Members holding more than one Herd**

Where a member has more than one herd of goats, whether running on the same property or elsewhere, that member may record with the Association a separate stud prefix and herd code in respect of each herd and pay the prescribed fee in respect of each herd.

### **17.2.4 Multiple Ownership**

Multiple member owners of a goat shall designate a single member as the nominee owner for recording purposes.

Up to eight member owners of a goat may be recorded on the register.

### **17.2.5 Goat Name**

A member may submit a name of up to 20 letters or numeral spaces for a goat on the registration application. The selected name is preceded by the stud prefix eg. Billy Bluff Beverley and the total may not exceed 40 spaces.

The registrar may at his discretion refuse to register a goat under a particular name if the name including stud prefix is considered to be misleading or contrary to the interests of the Association.

### **17.2.6 Change of Goat Name**

The registered name of a goat shall not be changed except with the approval of the registrar upon written application from the breeder and payment of the required fee. Upon any such change the registrar shall make such amendments to the register including relatives pedigree details as may be required to avoid confusion

### **17.2.7 Identification Number**

Every goat for which registration is applied in the stud or upgrade register must be permanently identified with a unique number in accordance with the following:

- The three character herd code approved by the BGBAA
- The grade of the animal being a symbol indicating the percentage boer blood as follows:
  - F = fullblood, P = purebred, 4 = fourth cross, 3 = third cross, 2 = second cross and 1 = first cross.
- Year of birth letter which correlates with the National Industry Standards.
- Drop number allocated to the animal by the breeder, which is unique within the stud for the relevant year of birth.

### **17.2.8 Tattoo**

Prior to registration of an individual goat whether on the stud register or upgrade register the unique number must be tattooed on the goat in one of the following methods:

- ◆ The herd code, grade and year of birth letter are tattooed in the goat's right ear and the goat's drop number in the left ear; or
- ◆ The herd code and grade are tattooed in the right ear and the year letter and drop number in the left ear. This is more suitable for four digit pliers.
- ◆ The herd code, grade, year and drop number tattooed in one ear (8 digit pliers)

### **17.2.9 Tagging**

The Association recommends that all cross bred goats be tagged with the Association cross bred ear tags as follows and possibly in addition to an individual ear tag:

1X – yellow, 2X – light blue, 3X – green and 4X – red.

There is no restriction as to the type of tags used on full bloods.

#### **17.2.10 Matings with a non-owned buck**

An application to register the progeny of a member's dam and a sire not owned by the member at the time of joining must be accompanied by written authorisation from the owner of the sire at the time of joining.

#### **17.2.11 Application deadline**

Applications for registration of a goat in the stud register shall be made within 12 months from the date of birth without incurring a late penalty fee.

Applications for registrations will not be accepted once the animal is eighteen (18) months of age.

#### **17.2.12 Additional Information**

The Registrar may require such additional information as he may think fit before accepting any goat for registration in the register or before approving any transfer.

#### **17.2.13 Registration Rejection**

An application for registration in the register or for registration of a stud/herd prefix will be subject to rejection if:

- Made by a person who is not a member of the Association
- The registrar is not satisfied that the particulars set out in the information are accurate
- Such information as may be required is not supplied to the satisfaction of the registrar; or
- The application has failed or neglected to observe and fulfil all requirements of these regulations.

**17.2.14 Breeder's Records**

It is the duty of every member owner of a registered goat to keep proper records of the breeding activities of his/her herd. The Board may examine, copy and take extracts from such records. Reasonable steps shall be taken to preserve the confidentiality of any part of such records when a request is made.

**17.2.15 Payment of fees**

The registrar will decline to enter any goats into the register if the member submitting the registration application is not a financial member at that time of the Association or the prescribed fee for registering the goat is not received.

**17.2.16 Changing Registers**

Does registered in the Flock Register may be transferred to the Upgrade Register by the breeder or a subsequent purchaser once the does are individually identified with their registration number tattooed into their ears, and carry the Association crossbred tags. A purchaser may tattoo and register such a doe with his/her own herd prefix.

**17.2.17 Registration of Animal**

Every goat submitted for registration in the stud or upgrade register must be the progeny of a registered fullblood or purebred sire and a registered dam, that is if at the time of the kid's birth either or both the sire and dam were unregistered, the kid cannot be registered. Except when the doe is a base doe in the case of registering first cross offspring on the upgrade register.

**17.2.18 Eligibility for Registration**

To be eligible for registration goats must comply with the breed standard. The section of the standard describing the "ideal boer goat" need not be complied with but should be utilised by breeders when classifying goats as stud or commercial.

**17.2.19 Commercial Animals**

Goats considered by the owner to be of a standard not suitable for stud because of heritable defects or otherwise may be registered

as commercial. The progeny of commercial animals are never eligible for registration in the stud register or the upgrade register.

#### **17.2.20 Re-tattooing**

Apply to the registrar and receive notice to attach to pedigree.

### **17.3 Registers**

#### **17.3.1 Stud Register**

The stud register is for use by stud members only and incorporates individual registration of fullblood and purebred goats.

Goats can only be registered on the stud register by the breeder.

#### **17.3.2 Upgrade Register (will cease on 1<sup>st</sup> January 2006)**

The Upgrade register is designed for breeders who may be stud or Commercial members intending to individually register crossbred goats. The ultimate aim may be to upgrade to purebred status although the option of entering purebred in the stud register is only available to stud members.

The base doe may be of any breed of goat. Sires used must be registered as fullblood or purebred boers.

Crossbred boers are referred to by the cross or grade as follows:

Grade 1 or 1<sup>st</sup> cross (1X) are 50% boer blood  
Grade 2 or 2<sup>nd</sup> cross (2X) are 75% boer blood  
Grade 3 or 3<sup>rd</sup> cross (3X) are 87.5% boer blood  
Grade 4 or 4<sup>th</sup> Cross (4X) – Bucks are 93.75% and Does are Purebred  
Grade 5 or 5<sup>th</sup> Cross (5X) are Purebred.

Crossbred or purebred boers or their progeny can never become fullbloods.

Purebred does and bucks can be entered in the stud register by full stud members.

Only the breeder can register goats in the Upgrade register, expect that the purchaser may register when animals are transferring from the Flock register.

### **17.3.3 Flock Register**

The Flock register is designed for stud or Commercial members intending to record progeny of registered fullblood or purebred sires (including fullblood or purebred sires registered as commercial) without necessarily recording the individual sire of each kid.

Flock returns are to be lodged annually on the prescribed forms.

The current owner may register goats in the Flock Register notwithstanding that he/she is not the breeder.

Flock Registration certificates will refer to be sire as “unknown registered boer sire” in the case of multi-sire matings.

Boers on the flock register will be identified with cross bred ear tags which are available from the Association.

### **17.3.4 Red Register**

***THIS SECTION IS PRESENTLY UNDER REVIEW BY THE RED SUBCOMMITTEE – 04/03/04***

## **17.4 Deregistration of Animals**

### **17.4.1 Incorrect Particulars**

In the event that any of the particulars furnished in the application for registration of a goat are found to be incorrect, the registrar may:

- ◆ Cancel the registration of the goat and
- ◆ Cancel the registration of any descendant of the goat, or
- ◆ Make such corrections in the description of the goat and its descendants in the register as the Registrar considers appropriate

**17.4.2 Deregistration**

Any goat may upon the written application of its registered owner be deregistered as at a specific date and shall be recorded as such.

**17.4.3 Non payment of monies**

The Registrar may refuse cancel or defer the registration of a goat if the person recorded as the owner of such goat fails to pay to the BGBAA within sixty (60) days after written demand monies certified by the Secretary or Treasurer of the BGBAA to be payable whether in respect of annual membership subscriptions or other fees.

**17.4.4 Rectification**

The Registrar shall re-enter a deregistered goat on the register if the circumstances giving rise to the deregistration have been rectified to the registrar's satisfaction.

**17.5 Parent Verification****17.5.1 Doubtful Parentage**

Where reasonable doubt about parentage of a goat exists the registrar may

- ◆ Refuse, cancel or defer the registration of that goat and its descendants
- ◆ Require a test of a type approved by the BGBAA for the purpose of determining correct parentage whether by DNA, blood typing or other means at the expense of the breeder or owner of the goat and
- ◆ Rectify the register in accordance with the test results

**17.6 Transferring and/or Leasing Goats****17.6.1 Transfer within 60 days**

Within sixty (60) days of the sale, exchange, gift or other disposition of a registered goat or any interest therein, notification of such shall be lodged by the registered owner to the BGBAA in the form of a completed signed transfer application on the back of the

registration certificate. Late transfer shall incur a penalty as prescribed in the current fee schedule.

#### **17.6.2 Transfer prior to registering progeny**

The transferee may not register progeny of a transferred goat prior to transfer of the animal being recorded.

#### **17.6.3 Transfer of Registered Doe with Kids at foot**

In the event of a doe being transferred together with its kid/s born prior to the date of transfer, the kid/s must be registered by the breeder and be the subject of a separate transfer application by the breeder. The application for registration of the kid/s may be accompanied by a request to transfer the kid/s along with the prescribed fee.

#### **17.6.4 Date of Disposition**

The date of transfer shall coincide with the date of disposition for all purposes of the BGBAA.

#### **17.6.5 Transfer of Pregnant/joined Doe**

The details fo the sire and joining date/s must be recorded on the reverse of the registration certificate for transfer of joined females.

#### **17.6.6 Transfer application endorsed by the Association**

Upon receipt of the transfer application, on the back of the pedigree registration certificate, along with the prescribed fee, the application shall be endorsed and recorded on the computer files of the Association. The transfer endorsed pedigree registration certificate shall be forwarded to the new owner.

#### **17.6.7 Confirmation of identification of transferred animal**

Both the transferor and the transferee shall be responsible for confirming that the identification of the goat being transferred is in accordance with the details on the pedigree registration certificate prior to delivery or consignment to the transferee. In the event that

identification cannot be substantiated, the vendor shall contact the registrar for direction.

#### **17.6.8 Leased Animals**

In the case of the leased animal where the lessee of a goat is not recorded as the registered owner, a notification of lease shall be lodged with the registrar prior to registration of any offspring of the leased goat. The notification of lease shall be on a prescribed form and must identify:

- ◆ The registration number of the goat
- ◆ The name and address of the lessee
- ◆ Any restrictions on use of the goat by the lessee

#### **17.6.9 Multi-owned goats**

Transfer of a share of a goat that is recorded on the register in accordance with section 17.1.4 hereof shall be notified in writing to the Registrar.

### **17.7 Mating**

#### **17.7.1 Multiple Sire Matings**

Progeny from multiple sire breeding (more than one registered male in a breeding group) may:

- ◆ Be registered in the flock register or
- ◆ Be registered in the Upgrade Register no higher than as a second cross
- ◆ Only be registered in the stud Register as a commercial goat (whose progeny may not be registered)

#### **17.7.2 Time prior to use of a different sire**

A minimum of fourteen (14) days must elapse between the last date of service of a female by natural mating or AI before the depasturing of that female with a cover male to sure that the correct sire of subsequent kids can be identified. In the event of fourteen (14) days not having so elapsed and progeny resulting from one of such matings progeny shall be regarded as multiple sired and be subject to the provision of section 17.6.1 hereof.

## **17.8 Artificial Breeding**

### **17.8.1 Artificial Insemination (AI)**

An application to register a goat sired by AI with fresh or frozen semen shall be accompanied by details of the AI joining and in the case of a non-owned sire the written authorisation or confirmation of the sale of semen by the owner of the sire.

### **17.8.2 Embryo Transfer (ET)**

An application to register a goat resulting from an embryo transfer shall be accompanied by:

- ◆ Joining details on the registration form
- ◆ A copy of a signed veterinarian's certificate detailing owner, donor sire and dam identification, date of transplant/implant and identification of each recipient dam.

### **17.8.3 Purchased embryos**

Purchasers of Embryos (either frozen or implanted in a recipient) will need to ensure that they obtain :

- ◆ Copies of the relevant veterinary certificate and
- ◆ Letter of sale from the dam/embryo owner

before the subsequent application for kid registration.

### **17.8.4 Goats designated ET**

Goats registered from embryo transplant will be designated by the addition of the letters "ET" at the end of their name.

## **17.9 Imports of goats and goat embryos**

### **17.9.1 Registration Requirements**

Imported goats may be accepted for registration by a member provided that the importation is in compliance with the laws of the

Commonwealth of Australia applicable at the time of importation and the registration application is accompanied by:

- ◆ A completed registration form with the prescribed fee
- ◆ A copy of the AQIS Quarantine Final Direction form per importation
- ◆ A copy of the exporting country Animal Health Certificate detailing goats and joining details in the case of embryos
- ◆ Where the exporting country provides registration certificates, pedigree registration certificate from the breed association of the exporting country detailing the imported goats or semen and in the case of embryos a pedigree registration certificate for each donor parent
- ◆ Such other particulars as the Board may from time to time prescribe.

### **17.9.2 Registration Application within 6 months**

Registration applications for imported goats other than embryos shall be made within six (6) months of the date of importation or the late penalty provisions shall apply.

### **17.9.3 DNA or Blood Testing**

The Association reserves the right to and may require the importer to provide DNA or blood type for the imported goat or sire.

## **17.10 Erroneous Entry, Misrepresentation and Responsibility**

### **17.10.1 Misrepresentation**

Should any goat be admitted for registration or transfer through misrepresentation or fraud, the Association may declare the entry or transfer void, together with any entries that have been made of descendants of that goat. The Association may direct the Registrar to refuse any subsequent application for registration or transfer by any person it reasonably consider responsible for instigating or furthering such misrepresentation or fraud.

### **17.10.2 Register Responsibility**

The Association relies on information provided by its members for the registration and recording of registration details and does not

warrant the accuracy of information so provided or the pedigree or quality of any animal recorded on the register. Purchasers should rely on their own inquiries as to the quality or fitness for the purchase for which they intend to use any particular animal recorded on the register.

## 18.0 PROCEDURES FOR STUD PORTFOLIO

### 18.1 National Merit System

#### 18.1.1 General

The titles of Australian Champion, Grand Champion, Sire or Dam of Champions and Grand Champion Sire or Dam will be permanent.

#### 18.1.2 Eligible Shows

Basically there will be four types of Shows:

- Regional or Local Shows
- State Championship
- Interstate Championship
- National Championship

#### 18.1.3 State Shows

The criteria for a State Show will be:

Shows able to award Champion Merit Awards must be nominated three (3) months in advance.

To be eligible shows must have entries of more than:

South Australia	- 35 animals
Queensland	- 60 animals
New South Wales	- 150 animals
Western Australia	- 50 animals
Victoria	- 115 animals

Branches must raise a minimum of \$2000.00 including one Corporate Sponsor to the value of \$500.00 or two Corporate Sponsors to the value of \$250 each or as approved by the Stud Sector Development Subcommittee. States can nominate up to two shows per year.

Shows that meet the criteria will be able to use the word "Championship" in their title. For example "State Boer Goat Championship Show".

Support from the National Body will take the form of:

- \$1000.00 Federal Grant (*\$500 per show if nominating two shows*)
- Recognition of the Show by the Board
- Free advertisement in the Boer Briefs
- Free publication of Show Results in the Boer Briefs
- Free quarter page advertisement to promote each corporate sponsor of the Show to a maximum of four sponsors per edition of the Boer Briefs.

#### **18.1.4 Interstate Championships**

Interstate Championships will be awarded to the State whose tender for the National Championship show was unsuccessful but who, in the opinion of the Board of Directors of the BGBAA Ltd., provided a tender of such high quality to warrant special recognition or where the show has a history of 250 to 300 entries.

This level of show may be withheld during any year, by the Board of the Directors, if in their opinion, no tender received was of the quality of the winning tender for the National Championship show or where the previous year's history shows a decreased in entries to below 200.

Support from the National Body will take the form of:

- \$1500.00 Federal Grant
- Recognition of the Show by the Board
- Free advertisement in the Boer Briefs
- Free publication of Show Results in the Boer Briefs
- Free half page advertisement to promote each corporate sponsor of the Show to a maximum of four sponsors per edition of the Boer Briefs.
- Free front page colour photograph of the Interstate Champion
- Free half page black and white advertisement for the Supreme Exhibit.

#### **18.1.5 National Show**

To be eligible shows must tender to hold the show. Tenders for the Show will be issued by the Board no later than February in any calendar year. This will ensure that all States have enough time to complete their submission and lodge with the Board by the last

week of March. The submissions will be forwarded to the Stud Sub committee and they will make their recommendations to the Board.

The Board will make its decision on awarding the National at its Board meeting in April. Tender requirements for the National will be set out in the relevant Tender Application. This application will be reviewed by the Board and the Stud Portfolio subcommittee on a yearly basis and prior to issuing.

The show awarded by the Board will be known as the National Boer Goat Championship Show and will be held once per year.

Support from the National Body will take the form of:

- \$2000.00 Federal Grant
- Recognition of the Show by the Board
- Free advertisement in the Boer Briefs
- Free publication of Show Results in the Boer Briefs
- Free half page advertisement to promote each corporate sponsor of the Show to a maximum of six sponsors per edition of the Boer Briefs
- Free front page colour photograph of the National Champion
- Free half page black and white advertisement for the Supreme Exhibit.

## **18.2 Eligible Animals**

Only BGBAA registered full blood animals will be eligible. Pure Bred Animals will not be eligible to obtain the title of Champion but may be shown in the same show in specific classes

## **18.3 Awarding of Champion Merit Awards**

### **18.3.1 Title of Australian Champion**

Animals will achieve the title of “Australian Champion” after receiving 100 points. These points can only be allocated at nominated state shows and the points must be awarded by at least two different judges or be achieved at the National Show under one judge /100 points (ie. Champion Doe or Buck).

**18.3.2 Merit Point Awards:****State Level**

Supreme Exhibit	10 points
Overall Champion Doe/Buck	20 points
Senior Champion Doe/Buck	10 points
Reserve Senior Champion Doe/Buck	5 points
Junior Champion Doe/Buck	10 points
Reserve Junior Champion Doe/Buck	5 points

**Examples:**

- a. Where a junior or senior champion doe or buck goes onto win overall champion doe or buck this will = 30 points.

Therefore this animal on the same performance would at 3 State Shows obtain 90 points.

- b. Where as the same animal that goes on to win Supreme Exhibit at a State show will obtain 40 points.

Therefore repeating the above performance at 3 State shows, the animal will obtain 120 points. Since 100 points is required to become "Australian Champion" this animal qualifies.

**Interstate Level;**

The points award at an Interstate level show will be 50% of those award at the National level. That is,

Australian Grand Champion	10 points
Australian Champion Doe/Buck	30 points
Senior Champion Doe/Buck	20 points
Junior Champion Doe/Buck	20 points
Reserves	10 points

**National Level:**

Australian Grand Champion	20 points
Australian Champion Doe/Buck	60 points

Senior Champion Doe/Buck	40 points
Junior Champion Doe/Buck	40 points
Reserve Senior Champion Doe/Buck	20 points
Reserve Junior Champion Doe/Buck	20 points

Examples:

- a. Where a junior or senior Champion Doe or Buck goes onto win Australian Champion Doe/Buck this will = 100 points
- b. Should the same animal go onto win the title of Australian Grand Champion (Supreme Exhibit/State equivalent) then 120 points is obtained.
- c. Should an Australian Grand Champion win the same title two years in a row, either immediately prior to 2002 or two years in a row after 2002, then the animal will have obtained 140 points and the title of "Australian Permanent Grand Champion".

#### **18.3.4 Title of Grand Champion**

The title of Grand Champion will be awarded to the Supreme Exhibit at the National Show.

The title of Sire or Dam of Champions will be awarded where three of the animal's progeny have achieved the title of "Australian Champion". This title may be awarded posthumously.

The Title of Grand Champion Sire/Dam will be awarded where a Sire or Dam produce three progeny of each sex who achieve the title of Australian Champion.

#### **18.4 Recognition of the Award**

Champion Merit Awards will only be recognised where confirmation of the award is received by the Federal Secretary within four (4) weeks of the date of the Show and is on the appropriate form. If the appropriate form does not reach the Secretary within the required time or is not properly complete it will not be accepted. Forms may be faxed or emailed.

### **18.5 Advertising and Promoting Animals with Merit Awards**

Where animals have been awarded merit awards or merit points they will be advertised as follows by the BGBAA Ltd.. and by members in all public print of every nature:

Merit Awards:

Australian Grand Champion – as written  
Permanent Grand Champion – as written  
Australian Sire or Dam of Champions – as written  
Grand Champion Sire or Dam – as written

Merit Points:

Up to 25% of 100 points = 1\*M (one star)  
25% to 50% of 100 points = 2\*M (two stars)  
50% to 75% of 100 points = 3\*M (three stars)  
75% to 100% of 100 points = 4\*M (four stars)

For example would be written as : Mericol MERFV0288 (3\*M)

(This follows the USA model for merit description and is internationally recognised.

### **18.6 Show Classes for Championship Shows:**

The following is a guideline for Show classes only:

Junior Buck/Doe - any full blood animal under 12 months of age  
Buck/Doe 1 yr - 2yr  
Buck/Doe 2yr - 3 yr  
Buck/Doe 3yr - 4yr  
Buck/Doe 4yr and over  
Progeny Class - 3 animals any age, any sex by same sire or dam.  
Breeders Group - 3 animals bred by the same Breeder.

### **18.7 Broad Ribbon Awards**

Champion Junior Doe/Buck  
Champion Senior Doe/Buck  
Champion Doe/Buck  
Supreme Exhibit

Progeny Class  
Breeders Group

## **18.8 Protocol for Judges**

Judges are the showpiece of the Association and therefore should conduct themselves with professionalism. They should show no bias and perform their duty to the best of their ability and interpretation of the breed standard. A judge's role is to educate exhibitors as well as evaluate exhibits. All judges will develop their own styles and procedures. Judges need to win the respect and confidence of both the exhibitors and spectators. Look and act the part showing confidence and consistency in your appraisal and selections. The following protocol and guidelines are guide for judges acting under the Association banner.

### **18.8.1 Dress**

Dress needs to be neat and smart and not as if you have just come out of the paddock. It is preferred that judges wear a BGBAA logo on some part of their clothing.

### **18.8.2 Acceptance of Judging Commitment**

After accepting a commitment to judge, a Judge is expected to make all reasonable efforts to judge the show. If you are unable, for whatever reason, to meet this commitment, you should immediately communicate with the Show Secretary or Show Manager advising them of your inability to judge allowing them maximum time to seek a replacement judge. The responsibility to seek a substitute judge lies with the Show Management, however, it is expected that you would do all in your power to assist.

Failure to attend a show to which you have committed or to appear at the showground on time, may cause the Show Committee to report the incident to the Judges Panel and then to be passed onto the BGBAA National Board for action.

### **18.8.3      Arrival at Show**

Judges are to report to the Show Secretary or Show Manager upon their arrival and collect a Judges Rosette or Judges Ribbon. Then proceed to make yourself known the Ring Steward.

### **18.8.4      During Judging**

Once animals are in the ring, the Ring Steward will hand the class over to the judge. A judge may use their own style and method to assess and differentiate between animals however they must be consistent throughout all classes.

Judges are expected to give their comments on each placing. Speaking to both exhibitors and spectators and it is the judge's responsibility and duty to inform, encourage and promote.. As a judge you are an Ambassador for the industry - be friendly, firm and tactful. Make it clear to the audience that the best animal has won and why.

On completion of judging, and with the animals in order of selection, place the ribbons on the placegetters. The Ring Steward will inform you of the number of places to be awarded.

**Do not** judge any show in which a member of your family or any animals owned by a member of your family are competing.

**Do not** re-judge a class after the ribbons have been awarded.

**Do not** hesitate or have second thoughts while presenting ribbons.

**Do not** discuss the sale or purchase of animals at a show at which you are officiating.

**Do not** visit the pens, or inspect or discuss any animal entered prior to judging.

A judge may order any person or animal from the ring for bad conduct of one or both.

## **18.9 Protocol for Stewards**

A good Ring Steward makes the work of the judge easier by relieving the judge of details. A Steward must assemble the classes promptly so enabling the program to stay on schedule and eliminating long delays. It is the responsibility of the Ring Steward to ensure the eligibility of all entries on the day.

It is essential that the Steward be courteous in all dealings with exhibitors and spectators. The following protocol and guidelines are a guide for Stewards acting under the Association Banner.

### **18.9.1 Dress**

Dress needs to be neat and smart and not as if you have just come out of the paddock. It is preferred that stewards wear a BGBAA logo on some part of their clothing. If stewards are to carry out inspections prior to exhibits entering the ring, a dust coat may be worn.

### **18.9.2 Acceptance of Stewarding Commitment**

After accepting a commitment to steward, you are expected to make all reasonable efforts to attend the show. If you are unable, for whatever reason, to meet this commitment, you should immediately communicate with the Show Secretary, Show Manager or Judge advising them of your inability thereby allowing them maximum time to seek a replacement. The responsibility to seek a substitute steward lies with the Show Management, however, it is expected that you would do all in your power to assist.

Failure to attend a show to which you have committed or to appear at the showground on time, may cause the Show Committee to report the incident to the BGBAA Committee.

### **18.9.3 Arrival at Show**

Stewards are to report to the Show Secretary or Show Manager upon their arrival and collect a Stewards Rosette or Ribbon. Then proceed to make yourself known the Judge.

#### **18.9.4      During Judging**

The Ring Steward ensures that all exhibits entered are ready to proceed to the ring. The Ring Steward shall advise the Judge of the number of exhibits and the number to be placed regardless of ribbons being awarded.

If the class is too large, the steward should inform the judge of the numbers of incoming exhibits so that the judge may divide the class if he so wishes.

**Exhibits owned by the ring steward or immediate members of his family should not be shown in an event where the ring steward is officiating.**

**Do not discuss exhibits or exhibitors with the Judge.**

**Do not take part or appear to take part in the judging activity.**

The ring steward has the authority to remove unsportsmanlike exhibitors from the ring.

At the judge's request, the ring steward has the authority to remove any exhibitor or exhibit from the ring.

### **18.10 Protocol for Exhibitors**

As ambassadors of the Association, exhibitors should conduct themselves with professionalism, show good sportsmanship to their fellow exhibitors and respect the judge and officials at all times.

#### **18.10.1      Dress**

Dress needs to be neat and smart and in accordance with the conditions of the entry of the Show – some shows require the wearing of dust coats.

#### **18.10.2      Exhibits**

Exhibitors should ensure that their exhibits are prepared to the best of their ability and that they are properly cared for whilst on

exhibition. Every effort should be made to control exhibits without the use of extreme force where appropriate carrying rather than dragging.

Exhibitors should also make an effort not to exhibit any animal not fully fit or showing signs of distress or illness.

### **18.10.3 Entry to Shows**

It is the responsibility of all exhibitors to ensure that:

- ◆ ALL conditions of entry are met including that all registration requirements have been met
- ◆ that entries and fees are correct and received by the due date

All entries to the National Championships Show must have the correct fee attached or entries will not be accepted.

### **18.10.4 During Judging**

Exhibitors should pay attention to the Judge and Officials and follow their instructions. Once in the show ring, unless spoken to by a judge or official, exhibitors should remain quiet. Under no circumstances should an exhibitor enter into a conversation with anyone outside the show ring. Exhibitors should keep control of their animal at all times preventing any interference with other exhibits in the ring.

## **18.11 Protocol for Overseas Judges**

Where Branch Committees or other sub committees are engaged in contracting overseas judges, the Committee must notify the Board of Directors at the beginning of the process of negotiating. This will ensure that no two shows are requesting the same judge and ensure that the Board approves the appointment.

## **18.12 Protocol for Show Committees other than the National, Interstate or State Shows.**

Where shows are organised and sanctioned by the Association and are held outside the Royal Agricultural Society rules and regulations, the following rules will apply:

### **18.12.1      General Conditions and Show Ring**

Exhibitors should have close access and egress for the loading and unloading of animals and entry to the show ring without access by the public for Safety Reasons.

Pens need to be of a size large enough to fit one or two animals and ideally slightly higher than those for sheep. Approximate height of 1050mm.

Show Committees are expected to provide bedding but all exhibitors are expected to provide their own feed. Exhibitors should be advised if they are to carry out a clean up at the end of the show.

Exhibitors should be provided with easy access to water.

As these animals are judged on free movement, the ring size should be large enough to accommodate the number of animals in the class allowing enough room between each exhibitor with their animal.

The height of the ring should prohibit animals from jumping out.

### **18.12.2      Classes**

Until January 2006, the Association will allow the registration of cross-bred animals. It is entirely the decision of the show committee as to whether they include cross bred classes in their show schedule. Classes can be as follows and must apply for standard and red boers:

#### **FULL BLOOD OR PURE BRED**

BUCK KID UP TO 6 MONTHS	DOE KID UP TO 6 MONTHS
BUCK KID 6 TO 12 MONTHS	DOE KID 6 TO 12 MONTHS
BUCK 1 - 2 YEARS (2 TOOTH)	DOE 1 - 2 YEARS (2 TOOTH)
BUCK 2 - 3 YEARS (4 TOOTH)	DOE 2 -3 YEARS (4 TOOTH)
BUCK 3 YEARS AND OVER (6 TOOTH)	DOE 3 YEARS AND OVER (6 TOOTH)

**GROUP CLASS:**

GROUP OF THREE ANIMALS BRED BY OWNER  
SIRE'S PROGENY GROUP OF THREE

**OTHER CLASSES:**

With the class of "Up to 12 months" either the Show Committee or the Judge may decide to divide that class into smaller classes depending on the age and number of exhibits.

**18.12.3 Awards**

Ribbons for class winners and placegetters should be based on the number of entries in each class but would not be expected to go beyond 5<sup>th</sup> place.

Major Awards are for:

Junior Champion Boer Doe Kid  
Reserve Champion Boer Doe Kid  
Senior Champion Boer Doe  
Reserve Senior Champion Boer Doe  
Champion Boer Doe  
Junior Champion Boer Buck Kid  
Reserve Champion Boer Buck Kid  
Senior Champion Boer Buck  
Reserve Senior Champion Boer Buck  
Champion Boer Buck  
Supreme/Grand Boer Exhibit  
Group Exhibit  
Progeny Exhibit  
Show Committee's may decided to include an award for "Most Successful Exhibitor".

**18.12.4 Rules of Entry**

The Show Committee shall define the relevant rules but cannot alter any of the Associations' Rules. Rules may include but are not limited to the following:

- ◆ All animals entered in the show and exhibited must be the bone fide property of the exhibitor.
- ◆ All Boers (full blood, pure bred or cross bred) entered and exhibited must be registered with the BGBAA.
- ◆ Full Bloods and Pure Bred are judged together. Cross Breeds are to be judged separately.
- ◆ The signing of the entry form for any exhibit is accepted by the Show Committee as a guarantee that the animal/s specified thereon is/are free from all disease as far as is known to the owner, and in the case of infectious disease being spread through or by an exhibit, the exhibitor only, and not the Show Committee shall be held responsible thereafter.
- ◆ The Show Committee shall have the power to refuse admission to or cause to be removed from the show any exhibit in their opinion infected with any parasite, contagious or other disease.
- ◆ Neither the Association or the Show Committee will not be responsible for any accident that may be caused through or by an exhibit and it shall be a condition of entry that such exhibitors shall hold the Show Committee or the Association harmless and indemnify it against any legal proceedings arising from such an accident.
- ◆ The Show Committee or the Association will not be held responsible under any circumstances whatever for exhibits, for any damages or injuries thereto, for any loss or mis-delivery thereof.
- ◆ The age of the animals is calculated to the day of the Show.
- ◆ No animal will be admitted into the Show Ring unless duly entered which requires the completion of the Entry Form and not just a nomination of an animal.

**18.12.5 Judges and Stewards**

The BGBAA has an approved Judges listing which is available on the Association's National Website. It is preferred that Show Committees use only those judges on the list.

From time to time, a List of Stewards is also available on the Website.

Remuneration for both Judges and Stewards is entirely the decision of the Show Committee however, it is expected that the Show Committee would remunerate the judge appropriately.

If judges are appointed from interstate, it is recommended that the Show Committee charge an appropriate entry fee to cover interstate travel costs.

**18.12.6 Contracts**

A copy of the Judge's Contract can be obtained from the Website. It is entirely the Show Committee's decision as to whether BGBAA judges are contracted.

**18.12.7 Johnes and/or Other Diseases**

The Association has no specific no set rules on the way Show Committees are to handle animals which may be free of Johnes Disease and depend on the relevant State Regulations. Health Certificates for other Diseases are the decision of the Show Committee.

**18.12.8 Disqualification of Exhibits****18.13 Protocol for Junior Handlers****18.14 Protocol for Show Disputes Committee****18.15 Drug Testing Protocol**

This protocol is applicable to all National and State shows under the specific control of the Boer Goat Breeders Association or any other show nominated by the Board of the BGBAA.

### **18.15.1 Financial Considerations**

The cost to test per animal is approximately \$150.00 - the cost to test per chemical is approximately \$100. These figures need to be confirmed with the intended Vet and Testing Laboratory. Consideration needs to be given as to exactly what chemicals should be tested for - Penicillin, Steroids and Growth Promotants and a decision on which one of these chemicals and how many types needs to be made.

Upon application, funding for the required drug testing is available from the Board.

### **18.15.2 Number of Animals**

Ultimately the number of animals to be tested and the number of tests may be controlled by the financial costs but thought should be given to the following:

Senior and Junior Champion Bucks and Does

Perhaps one or two random blue ribbon winners. The process of choosing the random participants needs to be defined, stated in the Catalogue and announced at the beginning of each day's judging.

### **18.15.3 Type of Test**

Discussion and finalisation of the type of test should be made in conjunction with the Vet carrying out the process. Depending on the type of chemical being tested may impact on whether it is a blood or urine test. Blood samples are easier to take than urine samples.

### **18.15.4 Process**

***The following process is dependent upon the Laboratory used and the process they may already have in place.***

Exhibitors need to be advised prior to the show that testing will take place and it is advised that a stipulation be placed on the Entry Form that if not agreeing to testing, entry will not be accepted. Stipulation needs to also include waiver of Privacy requirements in regard to outcome of testing.

At the show, a reminder is to be announced at the beginning of each day's judging that testing will take place.

A quarantine area needs to be set up and closed off. This is to ensure that there is no contamination of the area or samples. Once the decision on the participants has been made and at the conclusion of their judging that are to proceed to the quarantine area without delay and are not to go back to the pens.

The independent witness is to confirm the tag number, tattoo number and name of the animal and all this information is to be completed on the authorisation sheet prior to the test being taken.

Authorisation sheet needs to state that the owner agrees to results of the tests being supplied to the owner and the Association. Owners must have to choice of either agreeing or not agreeing to the results being published or made public – refer to Entry form recommendations in previous paragraphs.

When taking the test, the owner and an independent witness together with the Vet must be in attendance. Once the sample has been taken, the owner and the independent witness must sign both the sample and the authorisation sheet.

The Vet will decide on whether one sample or two samples need to be taken. The Vet needs to have explicit instructions on what situation would require the use of the second sample, and if not used what is to be done with the sample. This also needs to be agreed to by the Owner. Depending on the testing facility they may have a process already in place.

Once the test has been completed irrespective of the outcome, the Vet needs to sign the authorisation sheet and complete a comments section describing what actions were taken during the test and what happened to both samples.

#### **18.15.5 Show Catalogue**

The Show Catalogue needs to state that animals who test positive will be disqualified. This process may take up to 30 days depending on the Testing Facility and that if disqualified all prizes, trophies and ribbons are to be returned to the Association.

#### **18.15.6 Prohibited Drugs**

The following drugs are on the prohibited list:

- Anabolic Steroids

- Cortico Steroids
- Growth Promotants
- Pencillin

#### **18.15.7 Authorised Drugs**

Where animals have been treated by a Veterinarian a certificate certifying the use of the drug and the reason why, can be lodged with the Show Committee. That certificate can be no older than three (3) months from the date of the show.

#### **18.15.8 Penalties**

Animals which have tested positive to a prohibited drug, will be disqualified from the Show. All trophies, ribbons and prizes won by that animal must be returned to the Association.

The Stud owing the animal which has been disqualified, will be suspended from the Association for twelve (12) months. A second offence will mean the Stud will face expulsion from the Association.

## **19.0 PROCEDURES FOR COMMERCIAL PORTFOLIO**

**19.1 Protocol for Field Days**

**19.2 Protocol for Hook and Hoof Competitions**

## **20.0 PROCEDURES FOR MARKETING AND COMMUNICATIONS PORTFOLIO**

### **20.1 Advertising Terms and Conditions for Boer Briefs**

These terms and conditions apply to the advertising services provided by the Association to any person advertising (the advertiser) in any publications of the Association.

#### **20.1.1 Publication of Advertising**

Subject to the terms and conditions contained herein the Association will use its reasonable endeavours to publish advertising submitted by the advertisers in accordance with their instructions and in the format submitted by those persons.

#### **20.1.2 Formation of Advertising Contract**

A legally binding contract for advertising arises only upon the acceptance by the Association of the advertising in writing or upon the generation of an invoice by the Association for that advertising. Neither these terms and conditions nor the receipt of the Advertising Request Form nor any written or verbal quotation of advertising costs by the Association constitutes an offer for advertising.

#### **20.1.3 Association's Rights to Refuse or Withdraw Advertising**

The Association reserves the rights to refuse or withdraw from publication any advertising at any time without giving reasons and even if the advertising has been published previously by the Association. All advertising is subject to the approval of the Association and any advertising may be declined.

#### **20.1.4 Association's Rights to Vary, Alter and Modify the Format or Placement of Advertising.**

The Association reserves the right to vary, alter or modify the placement and format of the advertising (including but not limited to changing a format from colour to black and white). The Association will endeavour to notify the advertiser of any changes, however except in accordance with clause 10 below, the Association will not be liable for any costs, expenses, losses or damages suffered or incurred by the advertiser arising from

the Association's failure to publish the advertising in accordance with the advertiser's request.

#### **20.1.5 Advertiser's Warranties.**

The advertiser warrants to the Association that the advertising does not breach or infringe any law of defamation or crime; any copyright trade mark or confidentiality obligations; any order of any court or tribunal; any provision of the Trade Practices Act 1974 (Cth) or Fair Trading legislation; or, any other law.

#### **20.1.6 Advertising Proofs**

The advertiser must check proofs of advertising provided to the advertiser by the Association and notify the Association of any errors in the proofs or in the published advertising.

#### **20.1.7 Advertising Rates.**

The advertiser agrees to pay for the advertising in accordance with the Association's Advertising Rates Guide as amended and published from time to time. The rates set out in the Advertising Rates Guide may be varied at any time without notice. Additional rates may be charged for design layout and other advertising services provided by the Association from time to time and as agreed with the advertiser.

#### **20.1.8 Payment of the Advertising Rates.**

The advertiser must pay for the advertising within seven days of booking the advertisement, for which the Association will issue an invoice, or at the same time as lodgement of the advertising copy with the Editor, whichever date is earlier. The advertiser must pay the full price for the advertising notwithstanding that the Association has exercised its rights to vary, alter or modify the format or placement of the advertising, or, any error or omission in the advertising.

#### **20.1.9 Advertiser's Failure to Pay and Other Breaches**

In the event of the advertiser's failure to pay for advertising or other breaches of these terms and conditions, the Association may take legal proceedings and exercise any other of its legal rights to recover any amounts outstanding or damages for losses suffered by the Association as a result of the advertiser's breach of these terms and conditions.

**20.1.10 Limitations of Liability**

The advertiser acknowledges that any advice or representation made by or on behalf of the Association in relation to the advertising cannot be relied upon by the advertiser. The Association hereby limits its liability for any error or omission in the advertising caused by the Association to and at the option of the Association either the re-supply of the advertising services resulting from the breach or payment of the cost of the re-supply. The Association excludes all other liability to the advertiser for any costs, expenses, losses or damages suffered by the advertiser whether such liability arises under contract, tort (including negligence) or statute and without limitation such exclusion extends to liability for consequential losses including loss of profits or other business opportunity. The Association will not be held liable for any delays, errors or omissions in relation to the advertising caused by acts of God, industrial disputes, plant or power failure or any other event outside the reasonable control of the Association.

**20.1.11 Privacy**

Personal information supplied by the advertiser in relation to the advertising is collected and stored by the Association for use in connection with the advertising services including the processing of accounts and invoices and the collection of debts from the advertiser.

**20.1.12 General Terms and Conditions**

The terms and conditions contained herein represent the entire agreement between the Association and the advertiser and may not be varied except in writing as agreed between the parties.

These terms and conditions are governed by the laws of the State of New South Wales and the parties submit to the non-exclusive jurisdiction of the courts of that State.

**20.2 Protocol for Website****20.3 Protocol for Marketing Association**



## 21.0 CODE OF ETHICS FOR MEMBERS

All members at the time of signing their declaration of membership, agree to accept and be bound by the following Code of Ethics.

- Members will always use their best endeavours to increase the awareness of the Boer Goat breed and encourage a realistic appreciation of its role in the commercial goat meat industry.
- Members should advance the interests of the Association and maintain its integrity and status including observing the highest standard of stud management, professional probity, business practice and fair and proper competition.
- The business of the Association will be conducted in accordance with its Operation Manual which details the Association's Rules and Regulations.
- **Members must present a professional appearance and demeanour when representing the Association or participating in its activities. Any dishonourable or unprofessional conduct or practice which results in a written complaint which is signed, dated and lodged with the National Board will be investigated and may result in disciplinary action.**
- Members must treat industry associates in a fair and equitable manner.
- Members should be willing to share their experiences.
- Prospective members and other inquirers should be treated with courtesy. Requests for information, documentation, merchandise or advice should be satisfied in a prompt, professional and impartial manner. Bias of any kind should be avoided.
- Members must always declare a conflict of interest and disqualify themselves from any activity or process where that conflict may impact.
- Animals must be presented for show or sale under their Association registered tattoo number.
- Members are to avoid exaggeration, misrepresentation or concealment of pertinent facts.
- Members will accept the outcomes of activities conducted and decisions made under the auspices of the Association.
- Office bearers of the Associations are in a position of trust and will do nothing to abuse that trust. They will observe good and fair business principles and practice when acting on behalf of the association.

- Members will strictly observe all statutory obligations and Rules and Regulations associated with their membership and observe them not only in law but also in spirit.

