

## **Australian Limousin Breeders' Society Limited (ALBS)**

### **Rules for Regions**

*as referred to in the ALBS Constitution 1.1(m)*

#### **1.0 Membership of Regions**

- 1.1 The membership and affairs of the Australian Limousin Breeders' Society Ltd (ALBS) or (The Society) are organised into regions (as per Clause 66.1 of the Constitution) for the purpose of local promotion, events, meetings, education and the like.
- 1.2 As defined in Clause 1.1(l) of the ALBS Constitution, **Region** means the following geographical areas:
  - i. New South Wales and the Australian Capital Territory
  - ii. South Australia
  - iii. Queensland and the Northern Territory
  - iv. Victoria and Tasmania
  - v. Western Australia and
  - vi. New Zealand
- 1.3 The boundaries of the Regions conform generally to State boundaries. The ALBS Board may from time to time amend regional boundaries in such manner as it sees fit.
- 1.4 Members are assigned to a Region based on their geographical location but may choose to be members of an adjoining Region if this is more suitable.

#### **2.0 Regional Committees**

- 2.1 Regional committees shall operate in accordance with the ALBS Constitution with reference to Clauses 62-66.
- 2.2 A Regional Committee person may only hold the same office for 6 years. (as per Clause 53.6 of the ALBS Constitution)
- 2.3 If a casual vacancy occurs, the Regional Committee may fill the vacancy from among the Ordinary members of the Region. Office bearers appointed to fill a casual vacancy continue in office until the close of the next Annual General Meeting of the Region.
- 2.4 Regional Office Bearers shall comprise a Chair, Deputy Chair, Secretary and Treasurer. All Regional office bearers are elected for a one-year term.
- 2.5 Regional committees consist of the Regional Office Bearers, and other Committee members as the Region in General Meeting may determine.
- 2.6 Regional funds cannot be used to pay a member directly or in kind to hold a Regional Executive or other Committee role.
- 2.7 Should a member holding a position on a Regional Committee, be subject to a pending investigation of breach to the Code of Conduct, that member must stand down until such time the investigation is determined. A member determined to be in breach of the Code of Conduct may not hold a position within a Regional Committee as per the determination.

### **3.0. Duties and Functions of Regional Committees**

The function of each Regional Committee is in accordance with Clause 66 of the ALBS Constitution:

66.1 The function of each regional committee shall be to:

- (a) Carry out such duties as may from time to time be delegated to it by the directors. The directors will consult with the regional committees prior to such delegations.
- (b) Make such inspections of herds within its Region as the directors may direct (or as the regional committee shall consider appropriate).
- (c) Forward to the Executive Officer all information gathered pursuant to this clause and such other information as the Executive Officer may from time to time reasonably require in respect of the Region.
- (d) Promote the interests of the Limousin breed within the Region as a whole by advertising, (and) by holding events (shows exhibitions sales and competitions) and by encouraging and assisting financially or otherwise the holding of such events.

### **4.0 Meetings of the Region**

- 4.1 Meetings of members of the Region will be referred to as: Committee Meetings, General Meetings, Extraordinary General Meetings or Annual General Meetings.
- 4.2 The Regional Secretary must obtain an updated list of the financial members from Genetic Hub on the last working day prior to all meetings of members of the region.

#### **4.3 Committee Meetings**

Regional Committee meetings will be carried out for the purpose described in Clause 64.1 and 65.1 of the ALBS Constitution

(65.1 Until otherwise so determined a quorum for a meeting of regional committee shall be 5 members present.)

#### **4.4 General Meetings**

- 4.4.1 General meetings of the region are to be convened and carried out in accordance with Clauses 29-35 of the ALBS Constitution.
- 4.4.2 The Regional President or Secretary is to coordinate the use of available technology with Genetic Hub to allow all members the opportunity to access meetings.
- 4.4.3 Meetings should be recorded using the available technology and stored on file by Genetic Hub. These recordings should be retained until the minutes of the meeting have been passed at the next meeting to allow clarification of any questions relating to the accuracy of the minutes.
- 4.4.4 If Regional members with at least 5% of the votes that may be cast at a general meeting make a written request to the Region for a general meeting to be held, the Regional Executive must:
  - (a) within 21 days of the members' request, give all members of the Region notice of a general meeting, and
  - (b) hold the general meeting within 2 months of the members' request.

The percentage of votes that members have is to be worked out as at midnight before the members request the meeting.

The Regional members who make the request for a general meeting must:

- (a) state in the request any resolution to be proposed at the meeting
- (b) sign the request, and
- (c) give the request to the Regional Executive Committee.

Separate copies of a document setting out the request may be signed by members if the wording of the request is the same in each copy.

#### **4.5 Annual General Meetings**

- 4.5.1 Annual General Meetings of members of the Region will be held annually at a time and place the Regional Committee shall decide.
- 4.5.2 The Annual General Meeting shall be held not earlier than February 15th and not later than twenty-one days prior to the Society's Annual General Meeting in that year.
- 4.5.3 Annual General Meetings of members of the Region will be convened by written notice sent at least twenty-one (21) days prior to the meeting.
- 4.5.4 All members of the Region must be given the opportunity to attend the Annual General Meeting, in person or via any technology that gives all eligible member a reasonable opportunity to participate, including to hear and be heard or make comments.
- 4.5.4 Anyone using this technology is taken to be present in person at the meeting.
- 4.5.5 Even if these items are not set out in the notice of meeting, the business of an annual general meeting must include:
  - a review of the Region's activities
  - a review of the Region's finances.
  - the election of Regional Office Bearers and such committee members in accordance with Clause 62 of the ALBS Constitution.
- 4.5.6 All business at an Annual General Meeting other than that listed in Clause 4.5.5 of these Rules will be deemed to be special business
- 4.5.7 Any financial Ordinary member of the Region may have a motion included in the special business of an Annual General Meeting of the Region if such member gives to the Secretary of the Region at least 28 days' notice in writing of such motion.
- 4.5.8 The Secretary of the Region shall circulate notice of any special business to be considered at the Annual General Meeting to all financial members of the Region by a notice sent not less than 21 days prior to the date of the Regional Annual General Meeting.

#### **4.6 Protocol for Meetings**

##### **4.6.1 Business Without Notice**

The Chairperson may at their discretion allow any matter not on the notice of the meeting to be brought before a Meeting for discussion and may allow any motion to be submitted to the Meeting notwithstanding that no notice or insufficient notice of such motion was included in the notice convening the General Meeting. No resolution passed on such a motion will be binding as a resolution of the Region but will serve only as an expression of opinion of this meeting.

#### **4.6.2 Minutes**

- 4.6.2.1 The minutes of all meetings of the Region must be recorded in writing and provided to Genetic Hub for circulation to members within 14 days following each meeting.
- 4.6.2.2 The minutes of a meeting are draft until passed as a true and correct record at the next meeting.
- 4.6.2.3 If any dispute arises out of the minutes of the preceding meeting the Chairperson will deal with this as special business.
- 4.6.2.4 A signed copy of approved minutes must be forwarded to Genetic Hub within 14 days following acceptance at the next meeting for filing and audit purposes.

#### **5.0 Nomination of Regional Office Bearers**

- 5.1.1 Nominations for all vacant positions for Regional Office Bearers are to be received by the Genetic Hub Office not less than twenty-eight (28) days prior to the date of the regional Annual General Meeting.
- 5.1.2 In the event of there being no candidates for any vacant position for any Regional Office, nominations may be accepted from the floor at the Regional Annual General Meeting.
- 5.1.3 To be valid, each of the candidates and the nominators must be financial members of the ALBS as at the date for the close of nominations.
- 5.1.4 A person seeking nomination as a Regional Office Bearer may contact other members informing them of the nomination and bringing to their attention material in support of the nomination and/or election.

#### **6.0 Election of Regional Office Bearers**

- 6.1.1 If there is only one nomination for a Regional Office Bearer position as at the closing date for nominations, that person is declared duly elected by the Chair at the Annual General Meeting of the Region.
- 6.1.2 If at the close of nominations, there is more than one nomination for a Regional Office Bearer position, a secret ballot is held at the meeting. Two financial members attending the meeting will be designated as Returning Officers for this purpose.
- 6.1.3 In this instance, all members of the Region must be notified at least 21 days in advance of the meeting that a secret ballot will be held at the meeting.
- 6.1.4 Arrangements must be made to permit those attending the meeting electronically to lodge their vote confidentially.
- 6.1.5 Only current financial members are eligible to vote at the meeting.
- 6.1.6 The results of all voting are decided by a simple majority of votes i.e. "first past the post" voting.

#### **7.0 Accounts**

- 7.1 The Regional Committee will maintain a banking account in the name of the Region. Payments will be approved by at least 2 people including the Regional Treasurer (unless the payment is to the Treasurer). In this instance approval must be given by 2 other Regional Executive Committee members. The processing of payments will be carried out by Genetic Hub on receipt of relevant approval and documents

provided (with the exception of NZ Region).

- 7.2 The ALBS Board requires that the account is held with a designated bank to facilitate financial reporting.
- 7.3 The Regional Treasurer shall request a statement of income and expenditure from Genetic Hub for a period up to the end of the preceding month. Such a request must be made by the Treasurer a minimum of 14 days prior to the meeting. (with the exception of NZ Region)
- 7.4 Genetic Hub will be responsible for the regular and timely submission of Business Activity Statements and any other compliance required for tax purposes.
- 7.5 In the event that a Region is unable to form an Executive Committee including (Chair, Deputy Chair, Secretary and Treasurer) for the financial year, management and control of the bank account and financial affairs will be provided by the ALBS Board, until such time as an Executive Committee can be formed.
- 7.6 In the event that a Region is found to be non-compliant with any of the Rules for Regions or in breach of the Code of Conduct, the committee or members may face disciplinary action and or be stood down in accordance with Clause 25 of The Constitution. The management and control will revert to the ALBS Board until such a time a new Executive Committee can be formed.

## **8.0 Regional Grants**

- 8.1 Regional Grants are calculated based on the number of fully paid memberships and fully paid inventory of the region as at 30<sup>th</sup> November each year at a rate predetermined by the ALBS.
- 8.2 In accordance with Clause 66.1(d) of the ALBS Constitution it is the Region's duty to assist financially to advertise and promote the interests of the Limousin breed within the region. As such regions are required to submit a budget of how regional funds, including grant money, will be allocated for expenditure, prior to the grant monies being paid by the ALBS. This budget proposal must be approved at a regional meeting prior to being submitted to ALBS.

## **9.0 Area Promotion Groups**

- 9.1.1 In order that a Regional Committee may more effectively carry out its function of promoting the interests of the Limousin breed in its Region, members may establish promotional groups in one or more parts of the Region. Each of these groups is referred to as an Area Promotion Group (APG).
- 9.1.2 Each APG will have a committee responsible for the management of the affairs of the APG, overseen by the Region.
- 9.1.3 APGs may apply to their Regions for funding for planned breed promotion events/activities. Regions are responsible for determining if funding is to be provided to APGs to assist them in carrying out their work in accordance with Clause 66.1 (d) of The Constitution.
- 9.1.4 Each Region is required to maintain a register of APGs and provide to the ALBS an annual report on activities undertaken and the financial position of active APGs.
- 9.1.5 APGs will not prejudice the activities covered by insurance policies taken out by Society or the Regional Committee.