



RULE 18 OF 2014: AWEBSA: GOVERNING BODY

R18.1 Introduction

R18.1.1 The Governing body is the highest authority of the Association;

R18.1.2 The important principle established in the Constitution of the Association is that Clubs and the members should at all times be part of the well-being of the Association and therefore chairpersons of clubs would also present Clubs on the Governing Body;

R18.1.3 AWEBSA shall endeavour to involve all role-players and contributors in the decision-making process of the Association;

R18.1.4 The founder members will remain members of the Governing Body until they resign or fail to participate for an extended period of time; and

R18.1.5 Annually the Champions of Section (Champion, Intermediate, Novice, and Beginner) as well as Wild-type (unless the Champion of Section or Wild-Type is a junior member) would be members of the Governing Body.

R18.2 General month to month functions of the Governing Body

R18.2.1 The EXCO of the Governing Body is in overall administrative control of the Association and will act on behalf of it;

- R18.2.2 The Governing Body must take all steps necessary to further the objectives of the Association;
- R18.2.3 The Governing Body must decide on overarching priorities and short, medium and long term goals for the Association;
- R18.2.4 The Governing Body may enter into agreements (MOU's) with other national bodies as well as service providers in order to further the objectives of the Association;
- R18.2.5 The Governing Body must formulate amendments to the Rules framed in terms of the AWEB SA Constitution based on motivation and recommendations received from inter alia member clubs and judges committee that would enable the smooth functioning of the Association. This is applicable to all Rules contained in the Rules Register. Voting can take place via email or WhatsApp. A two-thirds majority would be required to carry the amendment;
- R18.2.6 The Governing Body must approve all amendments to the AWEB SA Constitution as well as proposed amendments to the template Club Constitution;
- R18.2.7 The following specific duties, facilitated by the AWEB SA EXCO, must be performed:
- R18.2.7.1 Elect a Chairperson from the Governing Body members;
 - R18.2.7.2 Elect a Vice-chairperson from the Governing Body members;
 - R18.2.7.3 Elect a General Secretary from the Governing Body members;
 - R18.2.7.4 Elect a Treasurer from the Governing Body members;
 - R18.2.7.5 Elect a Ring Coordinator from the Governing Body members (This function can be combined with that of General Secretary);
 - R18.2.7.6 Elect a PRO from the Governing Body members;
 - R18.2.7.7 Elect a National Show Secretary from the Governing Body members as far as possible. Should specific skills in this respect not be available within the Governing Body members then nominations must be obtained from the broader AWEB SA membership;

- R18.2.7.8 Appointment of the two ordinary members of the Disciplinary Committee from the Governing Body members as far as possible. Should specific skills in this respect not be available within the Governing Body members then nominations must be obtained from the broader AWEBSA membership;
 - R18.2.7.9 Appointment of subcommittee(s) with a specific mandate to assist to complete a particular aspect requiring detailed attention. Should specific skills in this respect not be available within the Governing Body members then nominations must be obtained from the broader AWEBSA membership;
 - R18.2.7.10 Consider the reports of any subcommittee(s) appointed by it;
 - R18.2.7.11 Appoint of an auditor should it be considered necessary;
 - R18.2.7.12 Consider monthly feedback received from the chairpersons of the respective clubs regarding club activities and shows and where required provides written responses to any matters that were raised;
 - R18.2.7.13 Considering requests for show patronage;
 - R18.2.7.14 Considering Applications for Club membership of the Association;
 - R18.2.7.15 Considering Applications for individual membership of the Association based on the recommendation of the club, where applicable;
 - R18.2.7.16 Deal with general correspondence; and
 - R18.2.7.17 Consider appeals against any decisions of the Disciplinary Committee lodged by any club or member;
- R18.2.8 The Governing Body may delegate some of its functions to the AWEBSA EXCO but remains overall responsible and accountable.

R18.3 Members of the Governing Body

- R18.3.1 The founder members of the Association will be members of the Governing Body with full voting rights until they indicate, in writing, that they no longer desire to be a Governing Body member or resign as a member of AWEBSA or failed to participate

- in matters requiring their inputs over a period of thirty (30) days after being reminded to do so by the AWEBBSA EXCO;
- R18.3.2 Should a founder member of the Association that resigned re-join AWEBBSA within twelve (12) months of the date of resignation he/she can be reinstated in that capacity by the Governing Body on recommendation of the AWEBBSA EXCO;
- R18.3.3 Should a founder member be elected to a post that are represented on the Governing Body or by virtue of being co-opted in terms of clauses R18.3.4 and R18.3.8 he/she will still only have one vote;
- R18.3.4 The Chairperson of each club will be duly elected members of the Governing Body until they vacate the said post at their club, or resign as a member of AWEBBSA. In such an instance the Vice-chairperson of the club will be co-opted onto the Governing Body until the club has had a formal election;
- R18.3.5 Any person suspended or subject to disciplinary action at the time will not serve on the Governing Body in any capacity;
- R18.3.6 No Junior members will be permitted to serve on the Governing Body in any capacity;
- R18.3.7 The Vice-chairperson of the Governing body will chair the Disciplinary Committee of AWEBBSA and report on matters dealt with by them during the past year and answer to questions should any appeals be received against their decisions. Members of the Disciplinary Committee need not be members of the Governing Body;
- R18.3.8 The Champion of Champions, Champion of Intermediates, Champion of Novices and Champion of Beginners and Champion of Wild-type of the Association shall be co-opted additional members of the Governing Body for the ensuing year unless such a member is a junior (Junior members are not permitted to serve on the Governing Body in any capacity). They will have no voting rights.;

R18.3.9 The Chairperson of the Judges Committee will be a member of the Governing Body with full voting rights;

R18.3.10 Members shall remain as members of the Governing Body until they no longer qualify in terms of the constitution or the member resigned his position or as a member of the Club and/or Association; and

R18.3.11 The Chairperson of the Governing Body will, other than his own deliberative vote, also have a deciding vote should votes be equal in a particular instance.

R18.4 Election of office bearers of the Governing Body

R18.4.1 Office bearers of the Governing Body will be:

R18.4.1.1 Chairperson (EXCO Member);

R18.4.1.2 Vice-Chairperson (EXCO Member);

R18.4.1.3 General Secretary (EXCO Member. This post may be combined with that of Ring Coordinator.);

R18.4.1.4 Treasurer (EXCO Member);

R18.4.1.5 Public Relations Officer;

R18.4.1.6 Ring Coordinator (This post may be combined with that of General Secretary);

R18.4.1.7 General Show Secretary; and

R18.4.1.8 Ordinary members, no limitation and may comprise all the chairpersons of the affiliated clubs to AWEBBSA if they are not already serving office bearer.

R18.4.2 Election of office bearers

- R18.4.2.1 Nominations for office bearers will be made by the members of the Governing Body at the first meeting of the members normally the AGM which could be in the form of a formal meeting or via a WhatsApp meeting;
- R18.4.2.2 There will be no limit to the number of nominations per position;
- R18.4.2.3 Where no nominations are received, the persons holding office shall be deemed re-elected for another term;
- R18.4.2.4 Where only one nomination is received, the person nominated shall be deemed elected for the next term;
- R18.4.2.5 The election will take place by a show of hands or via a WhatsApp vote and a simple majority will be required by the successful delegate to be duly elected; and
- R18.4.2.6 In the event of any office bearer of the Governing Body resigning from his position or defaulted or is found guilty of misconduct, the Governing Body shall elect a replacement from the remaining delegates.

R18.4.3 Duties of Chairperson of the Governing Body

The Chairperson shall:

- R18.4.3.1 Preside at all meetings of the Governing Body;
- R18.4.3.2 Represent the Association at meetings of other bodies where membership or working together would be in line with and further the objectives of the Association;
- R18.4.3.3 Report back to members of the Governing Body on the outcomes of such meetings and obtain inputs;
- R18.4.3.4 At the AGM of the Governing Body provide a report on the activities of the Association for the past year and achieving goals and priorities as set at the previous meeting;

R18.5.3.5 Other than his/her own deliberative vote also has a deciding vote should votes be equal in a particular instance; and

R18.4.3.6 Facilitate orderly debate in order to ensure full participation of all Governing Body Members in the interests of the Association.

R18.4.4 Duties of Vice-chairperson of the Governing Body

The duties of the vice-chairperson will be:

R18.4.4.1 To attend to the duties normally assigned to the Chairperson in the absence or suspension due to disciplinary action or resignation of the Chairperson;

R18.4.4.2 To be signatory on the Association's bank account;

R18.4.4.3 To be the Chairperson of the Disciplinary Committee of the Association; and

R18.4.4.4 To oversee the workings of any sub-committees appointed by the Governing Body.

R18.4.5 Duties of the General Secretary of the Governing Body

The duties of the General Secretary will be to:

R18.4.5.1 Obtain and collate all the business for the Governing Body meetings, including amendments to the Constitution, proposed resolutions to be passed as well as nominations for office and letters of acceptance and shall distribute this information timeously to all clubs;

R18.4.5.2 Send out the notices calling for the various meetings of the Governing Body (whether this is a physical meeting or via WhatsApp);

R18.4.5.3 Record the minutes of the meeting containing each proposal and final resolution and once approved copies must be distributed to members and placed on the AWEBBSA webpage;

R18.4.5.4 Facilitate postal, email or WhatsApp votes for a particular resolution considered to be urgent;

- R18.4.5.5 Keep such records as the Association may prescribe, including but not limited to:
- List containing details of clubs affiliated to the Association, club colours and offices bearers;
 - Copies of all club constitutions duly signed;
 - Maintain membership list in the various categories;
 - Points list;
 - Record of Honorary Life members;
 - Disciplinary records;
 - Panel of Judges; and
 - The Show Roster.
- R18.4.5.6 Deal with the correspondence of the Association, keeping originals of letters received and copies of letters dispatched;
- R18.4.5.7 Issue and dispatch official forms, constitutions and other requests from clubs;
- R18.4.5.8 Facilitate the ordering of rings and keeping of appropriate records when this function is not done by a separate person;
- R18.4.5.9 Facilitate the placement of approved documentation on the AWEBBSA webpage by the AWEBBSA PRO;
- R18.4.5.10 To provide feedback to clubs on specific matters raised requiring an official response; and
- R18.4.5.11 Be a signatory on the Association's bank account.

R18.4.6 The duties of the Treasurer of the Association

The duties of the AWEBBSA Treasurer will inter alia be to:

- R18.4.6.1 Coordinate the opening of a bank account at a registered financial institution in the name of the Association – AWEBBSA;
- R18.4.6.2 Be a signatory on the Association's bank account together with the Vice-Chairperson and General Secretary;

- R18.4.6.3 Ensure that two of the authorised signatories countersign all accounts for payment, or if not practical, confirmed via email their concurrence. Copies of the emails must be filed for audit purposes;
- R18.4.6.4 Ensure that two of the authorised signatories approve all banking transactions or if not practical, confirm via email their concurrence. Copy of the email must be filed for audit purposes;
- R18.4.6.5 Maintain the financial records of the Association and report on the finances at each Governing body meeting;
- R18.4.6.6 Prepare the profit and loss accounts and balance sheets;
- R18.4.6.7 Prepare and submit the audited Balance Sheet of the Association for approval by the Governing Body and thereafter, if approved, for signature by the Chairman or Vice-chairman and the Treasurer;
- R18.4.6.8 Ensure that all monies received by the Association are be deposited as soon as practicable in the Association's bank account;
- R18.4.6.9 Ensure that electronic transfers would be a referable method of payment;
- R18.4.6.10 As soon as practicable after receiving any money on behalf of the Association, issues an acknowledgement or receipt;
- R18.4.6.11 Advise the Governing Body on the best method to invest any surplus funds not immediately required by the Association in an interest-bearing account; and
- R18.4.6.12 Monitor and report on the financial performance of the MOU's (if any) entered into with the ring supplier and supplier of the integrated show and breeding program.

R18.4.7 The duties of the Ring Coordinator

The duties of the AWEBBSA Ring Coordinator will inter alia be to:

- R18.4.7.1 Be the liaison between the Association and the ring supplier;
- R18.4.7.2 Ensure that rings are issued only to paid-up members and after confirmation of payment for the rings and postage has been received;

- R18.4.7.3 Follow-up with members regarding the receipt of their ring order and inform them when dispatched;
- R18.4.7.4 Monitor the quality and colour uniformity of the rings and take immediate action should it be required;
- R18.4.7.5 Ensure that rings are not issued before their due dates especially for the new season;
- R18.4.7.6 Submit the colour sequence of the rings to the Governing Body for approval;
- R18.4.7.7 Prepare and deliver a report on rings ordered and supplied to members on a monthly basis to the Governing Body; and
- R18.4.7.8 Maintain the ring issue register.

R18.4.8 Duties of the General Show Secretary

The AWEBBSA General Show Secretary will inter alia:

- R18.4.8.1 Be responsible for the management and further development of the Integrated Breeding and Show Program in consultation with the Judges Committee and Governing Body;
- R18.4.8.2 Be responsible for the arrangements for the AWEBBSA annual national show in conjunction with the club hosting it, if applicable;
- R18.4.8.3 Prepare and deliver the consolidated annual Show Report for the previous show season at the AGM of the Governing Body;
- R18.4.8.4 Keep a register of birds winning major awards and colour certificates at the Association's Championship Shows;
- R18.4.8.5 Constant liaison with the Show Managers and Show Secretaries of the clubs hosting shows on behalf of the Association for the show season, identifying bottlenecks and assisting with the addressing of challenges;
- R18.4.8.6 Arrange for and issue timeously of show stationary, awards and rosettes to the clubs hosting Championship Shows, as applicable;
- R18.4.8.7 Receive the Judges' Book from Championship Shows within seven (7) days of the show for the Show Committee in order to audit the results;

- R18.4.8.8 Keep records of all members that officiated at Championship Shows;
and
- R18.4.8.9 Maintain an updated points list.

R18.4.9 Duties of the Public Relations Officer (PRO)

The AWEBBSA PRO will inter alia:

- R18.4.9.1 Manage the AWEBBSA Facebook page;
- R18.4.9.2 Assist the General Secretary with the AWEBBSA WhatsApp groups;
- R18.4.9.3 Be responsible for handling all aspects of planned and approved publicity campaigns and PR activities on behalf of the Association;
- R18.4.9.4 Plan publicity strategies and campaigns and submit to EXCO prior to proceeding. Should it have financial implications these must be provided and also be approved by the EXCO;
- R18.4.9.5 Write and producing adverts, presentations and press releases for approval;
- R18.4.9.6 Deal with enquiries from the public, the press, and related organisations;
- R18.4.9.7 Organize promotional events such as open days, exhibitions, tours and visits;
- R18.4.9.8 Publish articles and information on the AWEBBSA Webpage; and
- R18.4.9.9 Design, write and/or produce presentations, articles, leaflets, publicity brochures, information for web sites and promotional videos.

R18.4.10 Ordinary members of the Governing Body

The AWEBBSA Ordinary Members will inter alia:

- R18.4.10.1 Contribute with *inter alia* suggestions, ideas, recommendations and public relations to the growth and image of the Association;
- R18.4.10.2 Promote AWEBBSA to the general public and identify opportunities for the Association to become involved within their area of influence; and

R18.4.10.3 Form part of sub-committees to deliberate or investigate specific mandates given by the Governing Body.

R18.5 Quorum of the Governing Body

R18.5.1 At any meeting of the Governing Body, fifty percent (50%) of the potential number of delegates shall constitute a quorum; and

R18.7.2 Amendments to the Constitution must be passed by a two-thirds majority vote of all the delegates present at a duly constituted meeting of the Governing Body and any other decision, unless otherwise specified, shall be carried by a simple majority vote.

R18.6 Meetings of the Governing Body

R18.6.1 The Governing Body shall meet at least quarterly and one month's written notice shall be given of each such meeting should it be a physical meeting;

R18.6.2 The AGM of the Association will be one of the four meetings planned per annum;

R18.6.3 The aim must be to hold the AGM in conjunction with the Association's Flagship show, the National Championship Show:

R18.6.3.1 At the Annual General Meeting of the Governing Body, in addition to other competent business, the following shall be the order of business:

- The notice convening the meeting;
- Attendance register of delegates;
- Appointment of scrutineers;
- Confirmation of the minutes of the previous meetings of the Governing Body and matters arising therefrom;
- Annual Report of the Chairman of the Association;
- Consideration of the balance sheet and annual accounts of the Association for approval;

- The election of the Office Bearers of the Governing Body for the ensuing year:
 - Chairperson (EXCO member);
 - Vice-Chairperson (EXCO member);
 - General Secretary (EXCO member);
 - Treasurer (EXCO member);
 - Ring Coordinator;
 - General Show Secretary;
 - Public Relations Officer; and
 - At least two ordinary members.
- The appointment of auditors for the ensuing year;
- The announcement of the election of the Judges' Committee whenever applicable;
- Consideration of the recommendations of the Judges' Committee;
- Consideration of the proposed alterations or amendments to the Constitution;
- Annual Report of the Ring Coordinator;
- Annual Report of the General Show Secretary;
- Annual Report of the Show Secretary;
- Ratifying the entry, subscription and affiliation fees for the ensuing year which will take effect from the 1st of October of the previous year;
- General
- Provisional venue and date of the next Annual General Meeting of the Governing Body.

R18.6.4 Special General Meetings may also be called by the Chairman of the Governing Body to confirm or to hear any appeal against any act or decision of the Office bearers or the Disciplinary Committee's or upon the written requisition, signed by at least twelve members of the Association, stating the aims and objectives of such meeting. The following shall be the order of business:

R18.8.4.1 The notice convening the meeting;

R18.8.4.2 Roll-call of delegates;

R18.8.4.3 Appointment of scrutineers;

R18.8.4.4 Matter at hand; and

R18.8.4.5 Closure.

R18.6.5 One month's written notice of such Special General Meeting, stating its aim and objectives, shall be given to each member of the Governing Body and each club.

R18.7 Voting at meetings of the Governing Body

R18.7.1 Each member of the Governing Body has one vote;

R18.7.2 At meetings of the Governing Body where the votes are equal, the Chairperson or person for the time being acting in that capacity shall have a casting vote in addition to his deliberate vote;

R18.7.3 In cases of urgency postal or WhatsApp votes may be obtained from Governing Body members; and

R18.7.4 Proxy votes can be produced by members absolutely unable to attend the meeting. The prescribed proxy template should be used.

R18.8 Term of Office of Office bearers

R18.8.1 The term of office for the elected EXCO the Governing Body is five (5) years;

R18.8.2 Co-opted members until the next AGM of the Association;

R18.8.3 An EXCO member shall cease to hold office if he/she:

R18.8.3.1 Resigns his/her position by notice in writing to the Governing Body;

R18.8.3.2 Resigns as member of AWEBSA;

R18.8.3.3 Is convicted of a criminal offence while in office; and

R18.8.3.4 The Governing Body may, at a meeting of the Governing Body specifically convened for that purpose, remove any EXCO member from office before the expiry of his/her term of office and elect another member in his/her place where the member has breached the Code of Conduct and has been found guilty of an offence in terms of the disciplinary process as determined in the AWEB SA Constitution and Rules.