



AWEBSA RULE 18 OF 2014: GOVERNING BODY

R18.1 Introduction

- R18.1.1 The important principle established in the Constitution of the Association is that Clubs and the members should at all times be part of the management of the Association as the Chairpersons of the clubs affiliated to AWEBSA will represent the broader membership on the Governing Body.
- R18.1.2 AWEBSA shall endeavour to involve as many role-players and contributors as possible in the policy direction and goal setting processes of the Association.
- R18.1.3 The founder members will remain members of the Governing Body until they resign or fail to participate for an extended period of time.
- R18.1.4 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 Governing Body

- R18.2.1 The Governing Body is the highest body in the Association in that it:
- R18.2.1.1 Is in control of the AWEBSA Constitution (amendments and interpretation);
 - R18.2.1.2 Is in control of the AWEBSA Rules (amendments and interpretation);
 - R18.2.1.3 Considers all appeals against disciplinary action recommended by the Disciplinary Committee lodged by any club or member;
 - R18.2.1.4 Decides the overarching priorities and short, medium and long term goals for the Association and quarterly monitors performance;
 - R18.2.1.5 Must consider the reports of any subcommittee(s) appointed by it; and
 - R18.2.1.6 Has the ability to review the administrative decisions made by the AWEBSA EXCO that were considered to be in breach of the AWEBSA Constitution, Rules and goals (Quarterly and at AGM).
- R18.2.2 The Governing Body must approve all amendments to the AWEBSA Constitution. Voting can take place via email or WhatsApp. A two-thirds majority would be required to carry the amendment(s).

- R18.2.3 The Governing Body must approve all amendments to the Rules contained in the Rule Register and framed in terms of the AWEBSA Constitution. Voting can take place via email or WhatsApp. A simple majority would be required to carry the amendment(s).
- R18.2.4 The Governing Body must approve all amendments to the template Club Constitution. Voting can take place via email or WhatsApp. A two-thirds majority would be required to carry the amendment(s).
- R18.2.5 The Governing Body must approve all amendments to the AWEBSA Code of Conduct. Voting can take place via email or WhatsApp. A two-thirds majority would be required to carry the amendment(s).

R18.3 General month-to-month functions

- R18.3.1 The AWEBSA EXCO is in overall administrative control of the Association and will act on behalf of it in that it:
- R18.3.1.1 Must take all steps necessary to further the objectives and give effect to the goals of the Association;
 - R18.3.1.2 May enter into agreements (MOU's) with other national bodies as well as service providers in order to further the objectives of the Association;
 - R18.3.1.3 Must formulate amendments to the AWEBSA Constitution, Template club constitution, Code of Conduct and Rules based on motivation and recommendations received from inter alia member clubs and judge's committee that would enhance the smooth functioning of the Association for consideration by the Governing Body;
 - R18.3.1.4 Must formulate amendments to the Rules framed in terms of the AWEBSA Constitution based on motivation and recommendations received from inter alia member clubs and judge's committee that would enhance the smooth functioning of the Association. This is applicable to all Rules contained in the Rules Register;
 - R18.3.1.5 Must consider monthly feedback received from the chairpersons of the respective clubs (minutes of club meetings held) regarding club activities and shows and where required may provide written responses to any matters that were raised;
 - R18.3.1.6 Will consider requests for show patronage;
 - R18.3.1.7 Will consider applications of Clubs wishing to affiliate to the Association;
 - R18.3.1.8 Will consider applications for individual membership of the Association based on the recommendation of the club, where applicable;
 - R18.3.1.9 Must deal with general correspondence;
 - R18.3.1.10 Will process ring orders received;
 - R18.3.1.11 Must exercise financial control of the funds of the Association;
 - R18.3.1.12 Must initiate fundraising projects;
 - R18.3.1.13 Must initiate marketing campaigns and control the Association's social media presence;
 - R18.3.1.14 Must facilitate quality shows; and

R18.3.1.15 Must process appeals against any decisions of the Disciplinary Committee lodged by any club or member; in order for the Governing Body to make a decision.

R18.4 Members of the Governing Body

- R18.4.1 The founder members of the Association will be *di facto* 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 after a period of thirty (30) days after being reminded to do so by the AWEBSA EXCO.
- R18.4.2 Should a founder member of the Association that resigned re-join AWEBSA 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 AWEBSA EXCO.
- R18.4.3 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 R18.4.4 and R18.4.8 he/she will still only have one vote.
- R18.4.4 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 AWEBSA. 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.
- R18.4.5 Any person suspended or subject to disciplinary action at the time will not serve on the Governing Body in any capacity.
- R18.4.6 No Junior members will be permitted to serve on the Governing Body in any capacity.
- R18.4.7 The Vice-chairperson of the Governing body will chair the Disciplinary Committee of AWEBSA 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.
- R18.4.8 The Champion of Champions / Intermediates / Novices / Beginners and of Wild-type of the Association shall be co-opted additional members of the Governing Body for the show season following their achievement only unless:
- R18.4.8.1 Such a member is a junior (Junior members are not permitted to serve on the Governing Body in any capacity); or
 - R18.4.8.2 He/she or any member of a partnership is already serving on the Governing Body in another capacity.
- R18.4.9 The Chairperson of the Judges Committee will be a member of the Governing Body with full voting rights.

- R18.4.10 Should specific skills in respect of the following portfolios not be available within the Governing Body members then nominations must be obtained from the broader AWEBSA membership:
- R18.4.10.1 AWEBSA General Secretary;
 - R18.4.10.2 AWEBSA PRO;
 - R18.4.10.3 General Show Secretary;
 - R18.4.10.4 The ordinary members of the Disciplinary Committee; and
 - R18.4.10.5 Members of a subcommittee.
- R18.4.11 Should members be elected from outside the Governing Body as AWEBSA General Secretary, PRO and or General Show Secretary then they will be co-opted to the Governing Body with full voting rights.
- R18.4.12 The members of the Governing Body that are not elected to the AWEBSA EXCO will *inter alia*:
- R18.4.12.1 Contribute in respect of proposed amendments to the AWEBSA Constitution and Rules;
 - R18.4.12.2 Contribute with *inter alia* suggestions, ideas, recommendations and public relations to the growth and image of the Association;
 - R18.4.12.3 Promote AWEBSA to the general public and identify opportunities for the Association to become involved within their area of influence; and
 - R18.4.12.4 Form part of sub-committees to deliberate or investigate specific mandates given by the Governing Body.
- R18.4.13 Members shall remain as members of the Governing Body until they no longer qualify in terms of the constitution or the member resigned his/her position or as a member of the Club and/or the Association.

R18.5 Members of the AWEBSA EXCO

- R18.5.1 The members filling the following posts will comprise the AWEBSA EXCO until they no longer qualify in terms of the constitution or the member resigned his/her position or as a member of the Club and/or the Association:
- R18.5.1.1 Chairperson;
 - R18.5.1.2 Vice-Chairperson;
 - R18.5.1.3 AWEBSA General Secretary/Ring Coordinator;
 - R18.5.1.4 Treasurer;
 - R18.5.1.5 Public Relations Officer; and
 - R18.5.1.6 General Show Secretary.

R18.5.2 Election of AWEBBSA EXCO

- R18.5.2.1 Nominations for EXCO members, where required (vacancies or end of term), will be made by the members of the Governing Body at the annual AGM of the Association;
- R18.5.2.2 There will be no limit to the number of nominations per position;
- R18.5.2.3 Where no nominations are received, the persons holding office shall be deemed re-elected for another term;
- R18.5.2.4 Where only one nomination is received, the person nominated shall be deemed elected for the next term;
- R18.5.2.5 The election will take place by a show of hands and a simple majority will be required by the successful delegate to be duly elected; and
- R18.5.2.6 In the event of any EXCO member resigning from his/her position or defaulted or is found guilty of misconduct, the Governing Body shall elect a replacement after calling for nominations. Such a duly elected member will be a member of the Governing Body with full voting rights.

R18.5.3 Term of Office of AWEBBSA EXCO

- R18.5.3.1 The term of office for the elected AWEBBSA EXCO is five (5) years;
- R18.5.3.2 The term of office of co-opted members will be until the next AGM of the Association; and
- R18.5.3.3 An EXCO member shall cease to hold office if he/she:
 - Resigns his/her position by notice in writing to the Governing Body;
 - Resigns as member of AWEBBSA;
 - Is convicted of a criminal offence while in office; and
 - The Governing Body may, at a Special General Meeting, 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 AWEBBSA Constitution and Rules.

R18.5.4 Quorum of the of AWEBBSA EXCO

At any meeting of the AWEBBSA EXCO, fifty percent (50%) of the members shall constitute a quorum.

R18.5.5 Meetings of the AWEBBSA EXCO

- R18.5.5.1 Members of the AWEBBSA EXCO could be spread across the country and it would make physical meetings difficult to achieve;
- R18.5.5.2 Having a formal meeting once a month could delay matters;

- R18.5.5.3 The AWEBSA EXCO would therefore, by the very nature of their functions, meet and discuss matters via WhatsApp, as and when required, throughout a particular month;
- R18.5.5.4 The AWEBSA General Secretary will at the end of each month download the conversation as a record of the EXCO workings and decisions for that particular month; and
- R18.5.5.5 Matters requiring Governing Body attention will be escalated to the said body depending on the urgency either immediately via WhatsApp or be held over for the quarterly meeting.

R18.5.6 Voting at meetings of the AWEBSA EXCO

- R18.5.6.1 Each member of the AWEBSA EXCO has one vote;
- R18.5.6.2 Any decisions, unless otherwise specified, shall be carried by a simple majority vote; and
- R18.5.6.3 At meetings of the AWEBSA EXCO 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/her deliberate vote.

R18.6 Duties of the AWEBSA EXCO

R18.6.1 Duties of Chairperson

The Chairperson shall:

- R18.6.1.1 Preside at all meetings of the Governing Body;
- R18.6.1.2 Preside at all meetings of the AWEBSA EXCO;
- R18.6.1.3 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;
- R18.6.1.4 Report back to members of the Governing Body on the outcomes of such meetings and obtain inputs;
- R18.6.1.5 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;
- R18.6.1.6 Other than his/her own deliberative vote also has a deciding vote should votes be equal in a particular instance; and
- R18.6.1.7 Facilitate orderly debate in order to ensure full participation of all AWEBSA EXCO members and when required also the Governing Body members in the interests of the Association.

R18.6.2 Duties of Vice-chairperson

The duties of the vice-chairperson will be:

- R18.6.2.1 To attend to the duties normally assigned to the Chairperson in the absence or suspension due to disciplinary action or resignation of the Chairperson;
- R18.6.2.2 To be signatory on the Association's bank account, if required;
- R18.6.2.3 To be the Chairperson of the Disciplinary Committee of the Association; and
- R18.6.2.4 To oversee the workings of any sub-committees appointed by the Governing Body.

R18.6.3 Duties of the AWEBSA General Secretary/Ring Coordinator

The duties of the AWEBSA General Secretary/Ring Coordinator will be to:

- R18.6.3.1 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;
- R18.6.3.2 Send out the notices calling for the various meetings of the Governing Body (whether this is a physical meeting or via WhatsApp);
- R18.6.3.3 Record the minutes of the meeting containing each proposal and final resolution and once approved copies to be distributed to members. A download of a WhatsApp meeting will be considered sufficient as the record of that particular meeting;
- R18.6.3.4 Facilitate postal, email or WhatsApp votes for a particular resolution considered to be urgent;
- R18.6.3.5 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.
- R18.6.3.6 Deal with the correspondence of the Association, keeping originals of letters received and copies of letters dispatched;
- R18.6.3.7 Issue and dispatch official forms, constitutions and other requests from clubs;
- R18.6.3.8 Facilitate the ordering of rings and keeping of appropriate records when this function is not done by a separate person;

- R18.6.3.9 Facilitate the placement of approved documentation on the AWEBSA webpage by the AWEBSA PRO;
- R18.6.3.10 To provide feedback to clubs on specific matters raised requiring an official response;
- R18.6.3.11 Be a signatory on the Association's bank account, if required.
- R18.6.3.12 Be the liaison between the Association and the ring supplier;
- R18.6.3.13 Ensure that rings are issued only to paid-up members and after confirmation of payment for the rings and postage has been received;
- R18.6.3.14 Follow-up with members regarding the receipt of their ring order and inform them when dispatched;
- R18.6.3.15 Monitor the quality and colour uniformity of the rings and take immediate action should it be required;
- R18.6.3.16 Ensure that rings are not issued before their due dates especially for the new season;
- R18.6.3.17 Submit the colour sequence of the rings to the Governing Body for approval;
- R18.6.3.18 Prepare and deliver a report on rings ordered and supplied to members on a monthly basis to the AWEBSA EXCO and quarterly to the Governing Body; and
- R18.6.3.19 Maintain the ring issue register.

R18.6.4 The duties of the Treasurer

The duties of the AWEBSA Treasurer will *inter alia* be to:

- R18.6.4.1 Coordinate the opening of a bank account at a registered financial institution in the name of the Association – AWEBSA;
- R18.6.4.2 Be a signatory on the Association's bank account together with the Vice-Chairperson and AWEBSA General Secretary, if required. EFT transactions are the preferred method of payment;
- R18.6.4.3 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;
- R18.6.4.4 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;
- R18.6.4.5 Maintain the financial records of the Association and report on the finances at each Governing body meeting;
- R18.6.4.6 Prepare the profit and loss accounts and balance sheets;
- R18.6.4.7 Prepare and submit the audited Balance Sheet of the Association for approval by the Governing Body and thereafter, if approved, for signature by the Chairperson or Vice-chairperson and the Treasurer;
- R18.6.4.8 Ensure that all monies received by the Association are deposited as soon as practicable in the Association's bank account;
- R18.6.4.9 Ensure that electronic transfers would be the preferred method of payment;

- R18.6.4.10 As soon as practicable after receiving any money on behalf of the Association, issues an acknowledgement or receipt;
- R18.6.4.11 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
- R18.6.4.12 Monitor and report on the financial performance of the MOU's (if any) entered into with the ring supplier and, when applicable, the supplier of the integrated show and breeding program, for example.

R18.6.5 Duties of the General Show Secretary

The AWEBBSA General Show Secretary will inter alia:

- R18.6.5.1 Be responsible for the management and development of an Integrated Breeding and Show Program in consultation with the Judges Committee, AWEBBSA EXCO and Governing Body;
- R18.6.5.2 Be responsible for the arrangements for the AWEBBSA annual national show in conjunction with the club hosting it, where applicable;
- R18.6.5.3 Prepare and deliver the consolidated annual Show Report for the previous show season at the AGM of the Governing Body;
- R18.6.5.4 Keep a register of birds winning major awards and colour certificates at the Association's Championship Shows;
- R18.6.5.5 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;
- R18.6.5.6 Arrange for and issue timeously of show stationary, awards and rosettes to the clubs hosting Championship Shows, as applicable;
- R18.6.5.7 Receive the Judges' Book from Championship Shows within seven (7) days of the show for the Show Committee in order to audit the results;
- R18.6.5.8 Keep records of all members that officiated at Championship Shows; and
- R18.6.5.9 Maintain an updated points list.

R18.6.6 Duties of the Public Relations Officer (PRO)

The AWEBBSA PRO will inter alia:

- R18.6.6.1 Manage the AWEBBSA Facebook page;
- R18.6.6.2 Assist the AWEBBSA General Secretary with the AWEBBSA WhatsApp groups;
- R18.6.6.3 Be responsible for handling all aspects of planned and approved publicity campaigns and PR activities on behalf of the Association;
- R18.6.6.4 Plan publicity strategies and campaigns and submit to the AWEBBSA EXCO prior to proceeding. Should it have financial implications these must be provided and also be approved by the AWEBBSA EXCO;
- R18.6.6.5 Write and producing adverts, presentations and press releases for approval;
- R18.6.6.6 Deal with enquiries from the public, the press, and related organisations;

- R18.6.6.7 Organize promotional events such as open days, exhibitions, tours and visits;
- R18.6.6.8 Publish articles and information on the AWEBSA Webpage; and
- R18.6.6.9 Design, write and/or produce presentations, articles, leaflets, publicity brochures, information for web sites and promotional videos.

R18.7 Meetings of the Governing Body

- R18.7.1 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.
- R18.7.2 The AGM of the Association will be one of the four meetings planned per annum.
- R18.7.3 The AGM will be held in conjunction with the Association's Flagship show, the National Championship Show.
- R18.7.4 At the Annual General Meeting of the Governing Body, in addition to other competent business, the following shall be the order of business:
 - R18.7.4.1 The notice convening the meeting;
 - R18.7.4.2 Attendance register of members of the Governing Body;
 - R18.7.4.3 Appointment of scrutineers;
 - R18.7.4.4 Confirmation of the minutes of the previous meetings of the Governing Body and matters arising therefrom;
 - R18.7.4.5 Annual Report of the Chairperson of the Association;
 - R18.7.4.6 Consideration of the balance sheet and annual accounts of the Association for approval;
 - R18.7.4.7 The election of the AWEBSA EXCO for the ensuing year:
 - Chairperson;
 - Vice-Chairperson;
 - AWEBSA General Secretary/Ring Coordinator;
 - Treasurer;
 - General Show Secretary; and
 - Public Relations Officer.
 - R18.7.4.8 The appointment of auditors for the ensuing year, if required;
 - R18.7.4.9 The announcement of the election of the Judges' Committee whenever applicable;
 - R18.7.4.10 Consideration of the recommendations of the Judges' Committee;
 - R18.7.4.11 Consideration of the proposed alterations or amendments to the Constitution;
 - R18.7.4.12 Annual Report of the AWEBSA General Secretary/Ring Coordinator;
 - R18.7.4.13 Annual Report of the General Show Secretary;
 - R18.7.4.14 Ratifying the entry, subscription and affiliation fees for the ensuing year;
 - R18.7.4.15 General (only matters submitted in writing by the due date to the AWEBSA General Secretary);
 - R18.7.4.16 Provisional venue and date of the next National Championship Show and Annual General Meeting of the Governing Body; and

R18.7.4.17 Closure.

R18.7.5 Special General Meetings may also be called by the Chairperson 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 25% of the members of the Association, stating the aims and objectives of such meeting. The following shall be the order of business:

R18.7.5.1 The notice convening the meeting;

R18.7.5.2 Roll-call of delegates;

R18.7.5.3 Appointment of scrutineers;

R18.7.5.4 Matter at hand; and

R18.7.5.5 Closure.

R18.7.6 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.

R18.8 Quorum of the Governing Body

R18.8.1 At any meeting of the Governing Body, fifty percent (50%) of the members shall constitute a quorum.

R18.8.2 Amendments to the Constitution must be passed by a two-thirds majority vote of all the members present at a duly constituted meeting of the Governing Body whether it is a physical meeting or a meeting via WhatsApp and any other decisions, unless otherwise specified, shall be carried by a simple majority vote.

R18.9 Voting at meetings of the Governing Body

R18.9.1 Each member of the Governing Body has one vote.

R18.9.2 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.

R18.9.3 Postal or WhatsApp votes may be obtained from Governing Body members.

R18.9.4 Proxy votes can be produced by members unable to attend a scheduled meeting. The prescribed proxy template should be used.