



THE HOLSTEIN-FRIESIAN ASSOCIATION OF AUSTRALIA INCORPORATED

BYLAWS

(Revised 23 August 2017)

Governing the Requirements for the Registration and Recording of cattle in the Herdbook and Appendix Section, and the Regulations affecting Membership of The Holstein-Friesian Association of Australia Inc.

Part B of these Bylaws are enacted by the Board of the Association called The Holstein – Friesian Association of Australia Incorporated as authorised by the Rules of the Association.

INTERPRETATIONS

If any Bylaws listed in this document is inconsistent with a Rule in the Association Rules, then the Rule will prevail. If any doubt arises as to the interpretation of any Bylaws, the decision of the Board shall be binding, provided it is recorded in the minutes of a Board meeting.

DEFINITIONS

In these Bylaws unless otherwise provided or unless there is something in the subject matter or context which is inconsistent, the following expressions shall have the definitions or meanings provided below:

"**Association**" means the incorporated association called the Holstein – Friesian Association of Australia Incorporated;

"**Association Rules**" means the "Rules of the Holstein – Friesian Association of Australia Incorporated"

"**Board**" means the Board of Directors of the Association;

"**Body**" means a firm, a body corporate, an unincorporated association or other such organisation or an authority;

"**BDCC**" means the Breed Development and Conformation Committee;

"**Bylaws**" means the rules and regulations determined by the Board from time to time to be used in conjunction with the Rules to provide a framework for the Association's operation and management pursuant to the Rules of the Rules;

"**CEO**" means the Chief Executive Officer;

"**Director**" means a person elected or appointed to the Board of the Association;

"**Law**" means the Associations Incorporation Reform Act 2012 and includes any regulations made under that Act;

"**Member**" means any person or organisation admitted as a member of the Association in accordance with these Rules;

"**National Office**" means the main place of business for the central administration functions of the Association.

"**Non-Executive Director**" means a person elected or appointed to the Board of the Association who does not form part of the executive management team;

"**Person**" means a natural person;

"**President and Vice-President**" means the person appointed as President and as Vice-President in accordance with Association Rules;

"**Region**" means an operational unit of the Association as determined from time to time by the Board;

"**Regional Coordinator**" means a Coordinator appointed by the CEO to be responsible for one or more Regions established under the Rules of the Association;

"**Regional Representative**" means a member as recorded in the membership database (Register of Members) who has been elected for the specific purpose of representing the designated Region and who is entitled to participate on the SDC;

"**Register**" means the register of members of the Association;

"**Rules**" mean the Rules contained in the Association Rules;

"**Seal**" means the common seal of the Association;

"**Secretary**" means any person appointed to perform the duties of a secretary of the Association;

"**Strategic Directions Committee (SDC)**" means a committee established under the Rules and responsible for various tasks as set forth from time to time in the Bylaws and in accordance with the Rules;

“**Sub-Branch**” means an operational unit within a Region as determined from time to time by the Board.

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PART A - THE REGULATORY ARRANGEMENTS OF THE AUSTRALIAN HOLSTEIN HERDBOOK

1. THE AUSTRALIAN HOLSTEIN HERDBOOK AND ENTRIES THEREIN

- 1.1 The Association shall maintain records of the ancestry, breeding, identification, performance, production and ownership of purebred Holstein cattle as well as eligible grade and identified Holstein cows in a computerised Herdbook, and allow registration therein of eligible Holstein cattle in accordance with these Bylaws.

The Australian Holstein Herdbook shall consist of two registers, namely:-

the Pedigree Register and
the Appendix Register and

an animal shall be eligible for registration in one register only.

The Appendix Register shall be divided into two parts, a Supplementary section and a Purebred section, and shall be open to animals having the conformation, type and distinctive dairy quality of the Holstein breed, subject to the requirements for registration in the Australian Holstein Herdbook as provided in these Bylaws.

- 1.2 Official extended pedigrees and Certificates of Registration issued by the Association shall indicate, by means of a Registered Holstein Ancestry label (RHA), the extent of traceable continuous ancestry of the animals appearing on such documents.
- 1.3 A female registered in accordance with Bylaw 6.1 in the Appendix Register supplementary section Grade Level 5, shall be designated 0% RHA, which label shall indicate the absence of recorded Registered Holstein ancestors or the absence of a Registered Holstein sire for the animal.
- 1.4 A female registered in accordance with Bylaw 6.1 in the Appendix Register supplementary section Identified Level 4, shall be designated a percentage RHA indicator calculated as the average of the parental RHAs rounded down to the nearest whole number.
- 1.5 In each successive generation of offspring derived from a female registered in the supplementary section of the Appendix Register, a percentage RHA indicator shall be designated for each descendant registered in the Herdbook, calculated as the average of the parental RHAs rounded down to the nearest whole number.
- 1.6 After 3 successive generations of offspring registered in the Pedigree Register, the RHA of the 4th offspring shall be 100%.

2. STUD NAME AND HERD PREFIX

- 2.1 Each member shall be required to register with the Association a Stud name for use as a Herd Prefix in the registration of animals of which he/she owns the dam or embryo at the time of calving, such name to be limited to two words together not exceeding twenty (20) letters in length.
- 2.2 A Herd Prefix shall not be registered which, in the opinion of the Association, is objectionable or scandalous, or is the same as or similar to another Stud name

registered with the Association, unless and until the owner of such other registered Stud name consents in writing thereto.

2.3 A Herd Prefix shall not be transferred:

- i) Unless written permission has been obtained from the previous owner to use the stud prefix;
- ii) Unless there are no remaining live animals on the database;
- iii) Unless cattle have not been registered under the prefix in the last 20 years;
- iv) Except in extraordinary circumstances the National Board will make a decision at its discretion.

3. APPLICATIONS FOR REGISTRATION

- 3.1 An animal shall not be registered in the Herdbook if, in the opinion of the Association, the name with which it is intended to be registered is misleading as to sex, breeding or origin, or is objectionable or scandalous.
- 3.2 The name of an animal may not exceed four words plus a number which, together with the Herd Prefix utilises no more than forty (40) characters or letters, and no animal shall be registered with the name of an animal which is already registered in the Herdbook.
- 3.3 Once an animal has been registered in the Herdbook its name shall not be changed, except in the case where the Association receives a signed letter from the breeder of the animal in question stating that the new owners of the animal request a change to the animal's name AND the animal has no progeny.
- 3.4 The Association may require that a left-hand side or a right-hand side photograph of the animal be provided and/or that the animal be inspected by an Official Inspector appointed by the Chief Executive Officer (CEO), prior to the animal being registered. The costs of any such inspection shall be paid by the applicant and the decisions of the Association, as to whether or not an animal is eligible for registration in the Herdbook, shall be final.
- 3.5 An application for registration in the Herdbook shall be made at the earliest possible age, and preferably within six months of its birth. An application for the registration of an animal may be accepted by the Association, subject to random verification of parentage, and to the payment of such fee or fees as is prescribed in these Bylaws.
- 3.6 An eligible female submitted for entry to the Supplementary section of the Appendix Register, and any of her descendants simultaneously submitted for entry in Appendix 3, 2 or 1, shall be registered subject to the requirements for registration set out in these Bylaws, and subject to the payment of the minimum fee as may be prescribed by the National Board from time to time.
- 3.7 An application for registration in the Herdbook of a heifer resultant from a multiple birth of mixed sexes shall be made but issued with an interim certificate but not accepted into the Herdbook until she has produced a calf, when registration fees shall be applicable.

3.8 An application for the registration of an animal in the Herdbook, made within twelve months of the applicant becoming a member of the Association, shall be accepted at the prescribed fee as described in the scaled fee structure for new members, provided that the application complies with these Bylaws in all other respects.

3.9 An application for the registration of an animal in the Herdbook:

- i) Shall only be made by a current financial member of the Association who shall be the owner of the animal, or the recorded owner of the embryo from which the animal is derived.

Shall be EITHER on the application form, as is prescribed from time to time for the purpose by the Association

OR by telephonic or electronic communication to an authorised Registrar of the Association.

- ii) Shall in the case of telephonic or electronic registration, provide the identification number and description of at least two visible physical identifiers (Primary Identification) attached to the animal, such as an eartag, freeze brand, collar, leg band, etc, or any concealed identifiers such as a tattoo or electronic implant, and contain, inter alia, the applicant's stud prefix, the animal's name or identification number and date of birth (excepting foundation females entered in Grade Level 5 of the Appendix Register), as well as the Herdbook number of its dam and sire (excepting foundation females entered in Grade Level 5 of the Appendix Register).

4. REGISTRATION PROCEDURE

4.1 An application for the registration of an animal in the Herdbook shall not be accepted unless and until its sire and dam have been registered, except in the case of the sire and dam in Part 5 of the Supplementary section of the Appendix Register.

4.2 An application for registration of an imported animal shall be accompanied by such proof of identification as the Association in its absolute discretion shall require, and without affecting the generality thereof, this shall include a photograph or photographs as hereinbefore provided, a Certificate of Registration of the animal from a recognised overseas breed society and an Official Extended Pedigree.

4.3 For the purpose of Bylaw 4.2 the following overseas societies are recognised by the Association:-

Holstein UK & Ireland
New Zealand Holstein-Friesian Association
Holstein Association of Canada
Holstein Association USA Inc
SA Holstein (South Africa)
NRS/CR Delta, Holland (Dutch Pedigree Cattle Recording Centre)
Holstein Cattle Association of Japan
Prim Holstein France
German Holstein Association (DHV)
National Holstein-Friesian Association of Italy (ANAFI)
Belgian Holstein Association
Any further Herdbooks as decided from time to time.

- 4.4 An application for the registration of an animal in the Herdbook, which, in the opinion of the CEO, requires completion or rectification, or was not accompanied by all required material or information, shall not be proceeded with until these details are supplied and if not supplied within six months of the CEO's request thereof, then the application shall lapse and any fees paid in connection therewith shall be forfeited to the Association.
- 4.5 If any application for registration of an animal in the Herdbook, or if any registration of an animal in the Herdbook requires rectification due to the error, mistake or default of the applicant, such rectification will be proceeded with only upon payment of such additional fee by the applicant as may from time to time be prescribed by the National Board.
- 4.6 Upon the registration of an animal in the Herdbook, the CEO shall issue to the applicant a Certificate of Registration, which shall indicate the Registered Holstein Ancestry (RHA) of all animals appearing on the Certificate, and which shall state thereon the name and sex of the animal, the name of the breeder, the name and address of the owner, the name and Herdbook numbers of the sire and dam, except in the case of the sire and dam in Grade Level 5 and the dam in Identified Level 4 of the Supplementary section of the Appendix Register.
- 4.7 Each Certificate shall be validated immediately upon receipt of the document from the Association by the signature of the original owner of the animal. By attachment of his/her signature to the Certificate of Registration in the space provided, the owner shall verify and certify the completeness and accuracy of all details of ancestry, breeding, birth and identification appearing on the document, and shall thereby validate the Certificate of Registration. The owner-validated Certificate shall be retained by the owner and produced when directed by the CEO. Upon proof of loss or destruction of a Certificate of Registration, the CEO shall, subject to random verification of parentage, issue a duplicate Certificate at such fee as may from time to time be prescribed by the National Board.
- 4.8 Each owner-validated Certificate of Registration shall identify the animal to which it refers by means of **at least two physical identifiers** approved by the Association, and depicted on or attached to the Certificate and the animal in the form of and defined strictly in accordance with the following conditions:

EITHER

- a) Two permanent, numbered or lettered physical identification devices, approved by the Association, as described in Bylaw 3.9 (ii) must be attached to the animal prior to registration

OR

- a) one permanent, numbered or lettered physical identification device approved by the Association as described in Bylaw 3.9 (ii), must be attached to the animal prior to registration

PLUS

a standard registration photograph, namely a clear close-up colour or black and white print of the left-hand side or right-hand side of the animal and printed on or affixed to the Certificate of Registration

- b) such physical identifiers must be recorded by the Association and printed on the Certificate of Registration at the time of issue
- c) at least one such physical identifier must be readable within three (3) metres of the animal
- d) in the event of the loss of any secondary identification device, a further physical identifier must be applied immediately to the animal, exhibiting the same numbering and lettering as is depicted on the Certificate of Registration
 - i) in the event of the loss of a NLIS tag as one of the secondary identifiers, a replacement NLIS tag must be applied immediately to the animal and the certificate returned to the Association for re-issue
- e) the Certificate of Registration must be validated by the original owner of the animal in accordance with the provisions of this Bylaw immediately on receipt of the document from the Association
- f) for identification purposes animals must comply with Bylaw 6.8 other than when the animal is consigned for slaughter.

4.9 The owner of a female at the time of her service or insemination shall be the breeder of the resultant progeny.

5. RECORD MAINTENANCE AND PARENTAGE DETERMINATION

- 5.1 Each member shall keep full and proper records of his/her stud breeding activities including, without limiting the generality thereof, the purchase, sale, lease, birth, death, culling and registration of all animals being a part of his/her herd and shall make such records available for inspection by the Association.
- 5.2 Each Region or Sub-Branch shall have the names of at least two of its members available for appointment as Official Inspectors, to carry out all necessary inspections and examinations under these Bylaws.
- 5.3 1 in 500 non-ET females and 1 in 100 non-ET males shall be chosen for Random Parentage Verification. All costs will be borne by the Association.
 - i) If the parentage of an animal, as declared by the breeder or owner on the Registration Entry Form or Certificate of Registration, should be found to conflict with the parentage report for that animal, the application shall not be proceeded with, and the CEO shall advise the owner accordingly.
 - ii) If, following the advice given above, the owner should elect to conduct a second test of the animal for parentage verification, the CEO shall nominate a person to supervise the collection of further blood or tissue samples and their despatch to the testing laboratory together with the relevant documentation. All costs incurred in this exercise shall be borne by the owner of the animal concerned.
- 5.4 In the event that an animal registered in the Pedigree or Appendix Register of the Herdbook should be found:-

- a) To have either of its parents incorrectly recorded in the Herdbook and incorrectly declared on its application for registration, or on its Certificate of Registration, OR
- b) To have its date of birth incorrectly recorded in the Herdbook and incorrectly certified on its Certificate of Registration, OR
- c) To be ineligible for registration according to these Bylaws,

its Certificate of Registration shall be surrendered to the CEO, and subject to endorsement of such action by the National Board, its registration in the Herdbook shall be cancelled.

- 5.5 Once an animal is registered in the Herdbook, no amendment shall be made to the breeding history of the animal, unless and until the owner has provided to the Association such information, including proof of parentage, as the Association in its absolute discretion may require. All costs incurred in obtaining such information shall be paid by the owner of the animal and no alteration shall be made until such costs have been paid, and if not paid the animal shall be deregistered.

Upon production of all the above information and the payment as aforesaid of all costs, the registration of the animal in the Herdbook shall be appropriately amended and an amended Certificate of Registration shall be issued to the owner at the fee prescribed from time to time by the National Board.

- 5.6 That animals over the age of 25 years be recorded as dead, but their details remain on the database for use.

6. REGISTRATION ELIGIBILITY

- 6.1 The following animals shall be eligible for entry in the Pedigree Register of the Herdbook:-

- i) A correctly marked black and white animal and a correctly marked red and white animal sired by a Registered Holstein bull from a Pedigree Register dam.
- ii) A black and white or a red and white animal sired by a Registered Holstein bull from a dam registered in Part 1 of the Appendix Register.
- iii) An animal imported into Australia, which is registered in the Herdbook of any of the overseas breed societies referred to in Bylaw 4.3, shall be eligible for entry in the Pedigree Register, subject to compliance with these Bylaws.
- iv) The progeny of animals registered in the Herdbook of any of the overseas breed societies referred to in Bylaw 4.3 shall, subject to the requirements for registration provided in these Bylaws, be eligible for entry in the Pedigree Register.

- 6.2 All red and white animals, and the progeny of a red and white bull and a red and white cow shall carry the suffix "R" in parenthesis following their names.

- 6.3 All animals registered in the Pedigree Register of the Herdbook, which exhibit both red and black colouring, or which are red and white at birth and develop deepening shades of dark red, brown or black with maturity shall carry the suffix "RB" in parenthesis following their names. Females registered in the Supplementary or Purebred section of the Appendix, which exhibit the red/black factor shall be designated "OC" in accordance with Bylaw 8.2 iv).

- 6.4 A bull with one descended testicle (cryptorchid) and a bull with one or more physically abnormal testicles (other than through injury) shall not be eligible for registration in the Herdbook, and any Certificate of Registration issued for such bull shall be returned to the Association for cancellation, without affecting the status of its offspring previously registered.
- 6.5 No animal which exhibits any of the severe physical deformities listed below shall be eligible for registration in the Pedigree or Appendix Register of the Herdbook.
- i) Absence of tail at birth, or regressed or severely deformed tail at birth;
 - ii) Absence of a limb at birth, or a regressed or severely deformed limb at birth;
 - iii) "Mule-foot", abnormal hoof, or extra abnormality at birth;
 - iv) Absence of one eye or blindness in one eye at birth.

7. THE APPENDIX REGISTER

- 7.1 Eligibility for registration in the Appendix Register shall be determined as follows:-
- i) In the Supplementary section - GRADE LEVEL 5 - A correctly marked black and white or red and white female of unknown parentage but of true breed type, or a female which is Off Colour but otherwise eligible for registration in the Supplementary section - Level 4.
 - ii) In the Supplementary section - IDENTIFIED LEVEL 4 - A correctly marked black and white or red and white female of true breed type sired by a Registered Holstein bull, or a correctly marked black and white or red and white female sired by a Registered Holstein bull from a dam registered in Level 5 of the Supplementary section, or an Off Colour black and white or red and white female sired by a Registered Holstein bull from a dam registered in Level 4 of the Supplementary section.
 - iii) In APPENDIX Part 3 - A correctly marked black and white female or a correctly marked red and white female of true breed type sired by a Registered Holstein bull from a dam registered in Part 4 of the Appendix Register, or an Off Colour female sired by a Registered Holstein bull from a dam registered in Part 3 of the Appendix Register.
 - iv) In APPENDIX Part 2 - A correctly marked black and white female or a correctly marked red and white female of true breed type sired by a Registered Holstein bull from a dam registered in Part 3 of the Appendix Register, or an Off Colour female sired by a Registered Holstein bull from a dam registered in Part 2 of the Appendix Register.
 - v) In APPENDIX Part 1 - A correctly marked black and white female or a correctly marked red and white female, sired by a Registered Holstein bull from a dam registered in Part 2 of the Appendix Register,
AND
A correctly marked black and white male or a correctly marked red and white male, sired by a Registered Holstein bull from a dam registered in Part 2 of the Appendix Register, subject to each such male having achieved at least 93%

Registered Holstein Ancestry (RHA) as designated by the Association in accordance with Bylaw 1.2.

8. COLOUR MARKING REQUIREMENTS

- 8.1 An animal which exhibits any of the following colour characteristics is ineligible for registration and shall not be entered in the Australian Holstein Herdbook:-
- i) All White
 - ii) All Black
 - iii) All Red
- 8.2 An animal shall be deemed to be Off Colour if it exhibits any of the following characteristics:-
- i) Black or red hair arising from the skin encompassing the extreme 5 cm of tail bone.
 - ii) One or more legs encircled with black or red hair which touches the hoof at any point.
 - iii) Black or red hair on one or more legs beginning at the hoof and extending unbroken to or above the knee or hock.
 - iv) Any colour other than a combination of black and white or a combination of red and white, with the exception of a Pedigree Register animal exhibiting the red/black factor, which shall be designated "RB" in accordance with Bylaw 6.3.
- 8.3 An animal which is Off Colour shall have the letters "OC" recorded immediately after its name, and included on all documents and in all publications as an integral part of its registered name. An animal which is not designated "OC" shall, for these Bylaws, be regarded as a correctly marked animal.
- 8.4 An Off Colour female from a Pedigree Register dam or a dam registered in Appendix 1 shall be eligible for registration in the Pedigree Register subject to the requirements of Bylaw 8.3.
- 8.5 An Off Colour female from an Appendix Register dam shall be registered in the same Appendix category as its dam, subject to the requirements of Bylaw 8.3.

9. PREPARATION AND PRESENTATION OF REGISTERED HOLSTEINS

- 9.1 The CEO or nominated delegate(s) may, in his/her/their absolute discretion, direct that any animal owned or leased by a member of the Association and/or registered in the Pedigree or Appendix Register of the Herdbook, shall be subjected to inspection and/or physical examination, including ultrasound scanning and/or manual palpation, and that samples of blood, urine or milk shall be collected by a qualified veterinary practitioner from such animal for testing purposes.
- 9.2 The owner or exhibitor of an animal registered in the Australian Holstein Herdbook (Pedigree or Appendix Register), or its handler, groom, fitter or strapper, shall, on request by an authorised representative or official of the Association, allow access to the animal for the purpose of inspection, examination and collection of samples as provided in Bylaw 9.1.

- 9.3 Any refusal by the owner or exhibitor of an animal registered in the Australian Holstein Herdbook (Pedigree or Appendix Register), or its handler, groom, fitter or strapper, of a request by an authorised representative or official of the Association to examine an animal, or to collect samples from an animal pursuant to Bylaw 9.1 shall constitute a breach of these Bylaws, and in respect of which the CEO shall, pursuant to the Association Rules, report to and convene a meeting of the National Board.
- 9.4 When, in the opinion of the Association, corrective surgery has been performed on a cow to alter her natural appearance, contour or conformation, no male progeny of that cow shall be entered in the Herdbook and any such surgery shall be deemed to be conduct by the owner or lessee of that cow, which is prejudicial to the best interests of the Association and in respect of which the CEO shall, pursuant to the Association Rules, report to and convene a meeting of the National Board.
- 9.5 An animal owned or exhibited by a member and registered in the Herdbook shall be presented in the judging ring in accordance with Bylaws 10.1 and 10.2 and any such preparations shall be deemed to be conduct by the owner or lessee of that animal which is prejudicial to the best interests of the Association, and in respect of which the CEO shall, pursuant to the Association Rules, report to and convene a meeting of the National Board.
- 9.6 An animal submitted for classification shall be presented to the Classifier in its natural conformation with no preparation other than normal feeding and fitting, with the exception of the trimming, clipping and washing of hair, hoofs and horns, and any such preparations shall be deemed to be conduct by the owner or lessee of that animal which is prejudicial to the best interests of the Association, and in respect of which the Classifier will report to the CEO, who then shall, pursuant to the Association Rules, report to and convene a meeting of the National Board.
- 9.7 An animal entered for a breed sponsored auction sale shall be presented in its natural conformation with no preparation other than normal feeding and fitting, with the exception of the trimming, clipping and washing of hair, hoofs and horns and the setting of the animal's top line of natural growing hair, and any such preparations shall be deemed to be conduct by the owner or lessee of that animal which is prejudicial to the best interests of the Association, and in respect of which the CEO shall, pursuant to the Association Rules, report to and convene a meeting of the National Board.

10. UNETHICAL PRACTICE IN THE SHOWING, EXHIBITION AND PROMOTION OF REGISTERED HOLSTEINS

Holstein Australia endorses the All Dairy Breed Show Ring Code of Ethics (COE) that has the primary purpose to ensure that all animals presented for exhibition will be in their natural conformation and structure, free from any alteration or modification caused by unethical fitting practices.

Holstein Australia subscribes to the following allowed or proscribed practices or procedures in the showing of Holstein cattle, the preparation of animals for the All Australian Photographic Competition, and for herd or individual animal promotion purposes, and are defined as unethical.

10.1 Allowed Practices

Dairy cattle exhibitions are conducted under standards for evaluating conformation established by various Breed Societies with specific breed characteristics taken into consideration by the show judge.

In this connection, animals will be groomed and prepared for the Judge's evaluation in order to display the animal's natural contour, conformation, performance and mobility.

Specifically:

- (a) External applications of cosmetics that affect only appearance may be used, including hoof polishes, hoof trimming, glitter, hair products on the top line and other areas of the animal.
- (b) Fake switches are permitted.
- (c) Teat sealing is permitted but the practice is not encouraged.
- (d) The use of udder treatments is allowed provided the product is registered for use on cattle within the Commonwealth of Australia.
- (e) The following allowed practices require an Exhibitor Declaration to be completed and returned to the head Steward (or other show official) BEFORE an animal is allowed to enter the ring.
 - (i) The use of intra-uterine and intra-vaginal controlled drug release devices is allowed but exhibitors must complete an Exhibitor Declaration declaring the use of such a device and including the name of the ET technician or vet involved in the case of an ET program. Only one such device is allowable and Dairy Cattle are subject to examination.
 - (ii) The use of drugs before and during a show is allowed under certain conditions. All pharmaceuticals and nutraceuticals must be delivered according to label instructions, including dose rate, frequency of use, method of application and purpose.
 - A Drugs allowed that have been prescribed by a veterinarian based on a therapeutic need as part of an animal treatment plan and declared in the Exhibitor Declaration:
 - I Anti-inflammatories (Flunixin meglumine, Meloxicam, Tolfenamic acid, Ketoprofen, Dexamethasone)
 - II Anti-biotics, including intramammary anti-biotics
 - III Diuretics (Furosemide (INN), Frusemide (BNN))
 - IV Anti-histamines (Tripeleennamine HCl, Chlorpheniramine maleate)
 - V Sedatives (xylazine, acepromizine)
 - VI Hormones (Oxytocin, Prostaglandin, Gonadotrophin (GnRH))
 - B substances allowed without an exhibitor declaration:
 - I Vitamins and minerals
 - II Glucose

10.2 Proscribed Practices

The following are examples of procedures and practices that are considered to be fraudulent, unethical or detract from the proper showing and image of dairy cattle. Addition of foreign objects, including but not limited to cloth or fibre, to change the natural contour or appearance of the animal's body is prohibited. Proscribed practices fall into two categories: major violations and minor violations.

A Major violations

Major violations fall into two categories: those that are dealt with routinely by the Show Ethics Committee (SEC) through testing and those that are dealt with through the COE enforcement procedures.

(i) Major violations that will be subject to SEC testing are as follows:

- (a) Treating an animal externally including the udder, with an irritant or other foreign substance not registered for use on cattle within the Commonwealth of Australia, stimulating device or electrical appliance
- (b) Surgically or unethically inserting any prohibited chemical, drug, gas, liquid (including milk), matter or foreign substance into the udder to artificially enhance or change the natural shape or appearance of the udder. This includes, but is not limited to:
 - (i) Dextrose
 - (ii) Pure alcohol
 - (iii) Gas of any sort
 - (iv) Foam
 - (v) Silver protein
 - (vi) Silver nitrate
 - (vii) Transferring milk between quarters
- (c) Improper fitting practices, such as over filling and over bagging that causes animal pain, discomfort or walking difficulty.
- (d) Using a device or product to artificially create or enhance the udder crease.
- (e) Administering an injected or applied anaesthetic to alter the carriage of the tail or other body parts.
- (f) Surgically or unethically inserting any matter or foreign substance under the skin or into any body cavity to change the natural contour or appearance of the animal's body. This includes the administration of fluids by stomach tube or other similar device unless performed under the direct supervision of the show veterinarian for medical treatment.
- (g) Manipulation of the teat by surgically or unethically inserting any object or foreign substance to alter its normal direction such as to unnaturally hold plumb or to alter its length. Exhibitors have only one opportunity per show to check-in ringside and the animal will not be allowed in the ring for the duration of the show.
- (h) Excessively manipulating top line and/or tail head hair beyond 3.80 centimetres (1.5 inches). Exhibitors have only one opportunity per show to check-in ringside and the animal will not be allowed in the ring for the duration of the show.

- (i) Use of the following drugs is NOT permitted under any circumstances before or during a show includes, but is not limited to:
 - (i) Any drug not registered for use on cattle in Australia
 - (ii) Anabolic steroids
 - (iii) Growth or milk promoting hormones other than those in 1.2.f (ii) A of the COE.
 - (iv) Diuretics and sedatives other than those in 1.2.f (ii) A of the COE.
 - (v) Amphetamines
 - (vi) Prescribed drugs without a veterinarians label attached
 - (vii) Prescribed drugs with a veterinarians label attached but used outside the normal time frame allowed for the use of that drug or drugs not used in accordance with the label instructions
 - (viii) Drugs used from an unmarked bottle, tube or container
 - (ix) Any drug that is illicit or illegal in Australia
- (ii) *Major violations regulated by the COE complaints procedure are as follows:*
 - (a) Mistreatment of an animal while in the show ring, show ring approaches, shed or stalls or while the animal remains within the perimeter of the show and event grounds.
 - (b) Criticising or interfering with the judge, show management or other exhibitors while in the Show ring or other conduct detrimental to the breed or the show.
 - (c) Challenging, threatening, criticising or interfering with a SEC member or volunteer appointed by show management to monitor the animals on exhibit on the show grounds.
 - (d) Misrepresenting the age or lineage/breed for the class in which it is entered.
 - (e) Failing to provide proper/accurate animal identification when asked by show ethics personnel or Show Management.
 - (f) Tampering with another exhibitor's animal.

Penalty: Major violations will be reported to the SEC and/or Show Management and can result in animals and/or exhibitors, owners, lessees, fitters or representatives being barred from the show in progress and future participation at shows.

B *Minor violations.*

These include but are not limited to:

- (a) Unsportsmanlike conduct on the part of show handlers, exhibitors or fitters while in the show ring, shed, stalls or show and event grounds.
- (b) The top line or tail head shall only consist of naturally growing hair. The use of foreign material, imitation or artificial hair including attaching or fastening natural hair to the top line or tail head is not permitted.
- (c) Misrepresenting the number of lactations and/or milking status of the animal for the class in which it is entered.

Penalty: Minor violations will be given slight to moderate discrimination by the judge in placing animals within the class.

- 10.3 The above definitions apply also to the preparation of animals for the All Australian Photographic Competition, and for herd or animal promotion purposes. Show ethics are an individual member responsibility and violators shall be subject to disciplinary action under the provisions of the Association Rules of The Holstein-Friesian Association of Australia Incorporated.

11. TRANSFER AND LEASE OF ANIMALS

- 11.1 A member shall, within three months of the bona fide sale by him/her of any animal registered in the Herdbook, complete and sign and lodge with the CEO the transfer application form endorsed on the Certificate of Registration of the animal. The deliberate mis-statement of the sale price shall be deemed to be a breach of these Bylaws and will be subject to the provisions of the Association Rules. Upon receipt of the completed application for, the CEO shall record the transfer of the animal in the Herdbook and forward the Certificate of Registration to the new owner of the animal, together with endorsement of the change of ownership. For the purpose of this Bylaw and Bylaw 11.3 hereof, the date of sale shall be the date upon which the bargain was actually made.
- 11.2 A member shall, within three months of the lease by him/her as the lessor of an animal registered in the Herdbook, complete and sign and lodge with the CEO the prescribed notification of lease, together with the Certificate of Registration of the animal. For the purpose of this Bylaw the date of lease shall be the date upon which the lessee of the animal became entitled to the possession of the animal.
- 11.3 A member who sells an animal as registration pending, which animal is eligible for registration in the Herdbook, but is not registered, shall make application to register the animal in the Herdbook within one month of the date of sale and shall pay all fees in connection therewith.
- 11.4 When an animal registered in the Herdbook is sold by a person who is not a member of the Association, the transfer application form contained in the Certificate of Registration, duly completed and signed by that non-member and being accompanied by the prescribed transfer fee, shall be accepted by the Association for the purposes of these Bylaws.
- 11.5 Certificates of Registration issued by the Association shall at all times remain the property of the Association and shall be forwarded to the Association upon disposal of an animal, and shall not be surrendered to a new owner.
- 11.6 Whenever a female animal in calf by artificial insemination or by natural service is sold, the vendor of the animal shall declare the particulars of breeding on the application for transfer contained in the animal's Certificate of Registration.
- 11.7 In the case of a deceased partner of a membership, where a copy of the death certificate is supplied, the costs associated with transfer fees to the surviving partner will be waived.

12. CODE OF ETHICAL SALES PRACTICE

The object of this Code is to provide for the maintenance of acceptable sales practices in transactions involving animals registered or eligible for registration in the Pedigree or Appendix Registers of the Herdbook.

Compliance with this Code shall be expected of all members of the Association, and any other person or body who should utilise the name of the Association or its logo in any sales advertisement, or who should in any way infer that an animal for sale is registered or is eligible for registration with Holstein Australia.

12.1 Public Auction Sales

i) ***Presentation***

A registered Holstein entered for sale at auction shall be presented in its natural conformation and with the exception of normal dressing of hair, hoofs and horns, it shall be without any preparation which might obscure the natural colour markings or mask any defect in its appearance.

ii) ***Pre-Sale Inspection***

The owner of a registered Holstein entered for sale at public auction shall have available at such sale its Certificate of Registration, or a photocopy of its application for registration duly certified by the Association, and present the animal on request to an Inspector of the Association.

iii) ***Commitment to Sale***

Unless withdrawn for just cause prior to being offered for sale, every registered Holstein and every embryo derived from registered Holstein parents, which has been advertised for sale at auction is pledged to absolute and positive sale subject only to its attaining the seller's reserve price as disclosed to the auctioneer before the commencement of the sale.

An animal sold and transferred to a buyer shall not be transferred or registered in the name of the seller for a period of twelve months following the sale, except upon full disclosure of the relevant circumstances and with the approval of the Association.

12.2 Evidence of Registration

- i) Each animal advertised or offered for sale as "registered" shall be registered in the Pedigree or Appendix Registers of the Herdbook, and a valid Certificate of Registration issued by The Holstein-Friesian Association of Australia Inc must be available at the time of sale as evidence of such registration with the Association.
- ii) Any animal advertised or offered for sale as "eligible for registration" shall be sold subject to registration with the Association, and the seller shall be solely responsible for satisfying the conditions of registration of the animal.
- iii) Any registered Holstein sold as registered where the owner fails to submit the animal for transfer and paying the corresponding fee will have its registration cancelled.

12.3 Transfer of Ownership

- i) The transfer of ownership of a registered Holstein leased or sold by private treaty shall be notified to the Association in the prescribed manner, through the return

of its Certificate of Registration, and the seller shall be responsible for the payment of transfer fees applicable from time to time.

- ii) The transfer of ownership of a registered Holstein sold at public auction shall be notified to the Association by the sale agent, through the submission of its Certificate of Registration signed by the seller, and accompanied by the applicable transfer fees.

12.4 **Disclosure of Information**

All sales advertising and any sale catalogue shall be calculated to bring to the attention of prospective buyers all pertinent information concerning the identification, registered status (Registration Level), pedigree and particulars of breeding and performance of animals to be offered for sale.

- i) The sale catalogue shall contain as full and accurate a statement as is possible in respect of the lactation history, classification and breeding value of each animal offered for sale, and in respect of every animal listed in its pedigree.
- ii) The sale catalogue should contain a full account of the embryo transfer history of any donor female offered for sale, including the identification of each service sire used and the number of embryos recovered.
- iii) Any animal declared by the Association to be a confirmed carrier of a notifiable recessive genetic defect shall be identified as such in the sale catalogue.
- iv) Any error or inaccuracy in a sale catalogue, and any necessary correction to the information provided in sale advertisements, shall be made by announcement at the sale, and shall take precedence over the conditions of sale.

12.5 **Soundness and Health**

- i) Unless otherwise stated in writing in the sale catalogue, every registered Holstein offered for sale at public auction shall be warranted by the seller to be sound and functional, and free of any known disease.
- ii) The seller of a registered Holstein offered for sale at public auction shall, when requested to do so, make a full disclosure of all information concerning the health and physical condition of that animal.
- iii) No registered Holstein which is the subject of a quarantine restriction for any disease shall be offered for sale by private treaty or at public auction.
- iv) Every registered Holstein bull over fifteen months of age offered for sale at public auction shall be warranted by the seller to possess normal and adequately developed reproductive organs, and be capable of performing a natural service at the date of sale.
- v) All current service or insemination details pertaining to a registered female which has been joined before sale shall be published in the sale catalogue or announced before the sale.
- vi) Unless expressly stated in print or by announcement that the service sire of a registered female joined before sale is "grade", the seller shall guarantee that the service sire is a registered Holstein animal.

vii) Unless expressly stated in print or by announcement that a registered female has been pregnancy tested in-calf, there shall be no guarantee that the female is in calf at the time of sale.

viii) There shall be no guarantee that an in-calf female will carry a calf to full term, or will give birth to a normal calf.

12.6 Vendor Obligations

i) Sellers of registered Holstein cattle shall be bound by the Rules of the Association and the Bylaws governing the lease or transfer of registered Holsteins, including notification of transfer and the payment of fees prescribed from time to time.

ii) Sellers of registered Holstein cattle shall be responsible for the accuracy of all particulars of breeding and performance of their animals appearing in sale catalogues, and for any advertisements or announcements regarding a sale.

iii) Sellers of registered Holstein cattle shall be responsible for the correction in print or through announcement before the commencement of a sale, of any errors or omissions in sale catalogues pertaining to their animals.

12.7 Inspection Requirements

i) The Vendor is responsible to ensure that all registered Holstein cattle offered for sale at public auction be subject to inspection at the time of numbering or on the day of sale.

ii) Inspections shall be carried out by an Inspector nominated by the Association or the Region or Sub-Branch concerned, who shall satisfy himself/herself of the correct identity and current ownership of each registered Holstein offered for sale.

iii) The Inspector shall remove from the sale any animal which cannot be identified by means of its Certificate of Registration or for which a Certificate of Registration is not available.

12.8 Agent Responsibilities

i) It shall be the responsibility of the sale agent to ensure that the reserve price on each registered Holstein offered for sale at public auction is recorded in advance of the sale, and subject to the realisation of that price, each animal shall be sold to the highest bidder.

ii) The agent shall be responsible for the collection of all Certificates of Registration in respect of animals sold at public auction, and for their submission to the Association in the prescribed manner, together with a marked catalogue or Sale Roll containing the full particulars of sale, and accompanied by the applicable transfer fees deducted from the proceeds of the sale.

12.9 Disclaimer

i) In any dispute arising from the state of health, functional soundness or pregnancy at the time of sale of a registered Holstein, the seller alone shall be responsible.

- ii) While the Association may assist in negotiating a mutually acceptable arrangement in the event of a dispute between the seller and buyer of a registered Holstein, it shall accept no responsibility for any settlement.

13. SERVICE CERTIFICATION AND ARTIFICIAL INSEMINATION

- 13.1 Whenever a registered Holstein female animal has been joined with a registered Holstein bull, which bull is not noted in the Herdbook as being either owned or leased by the owner or lessee of the female, the owner or the lessee of the bull shall lodge a Sire Usage Form with the CEO when an application is made to register the resultant progeny in the Herdbook.
- 13.2 The Association may, in its absolute discretion, decline to register any animal in the Herdbook resultant from artificial insemination of its dam, if:-
 - i) The parentage of the animal is not established to the absolute satisfaction of the Association.
 - ii) The sire cannot be verified as the eligible sire of the resultant progeny.
- 13.3 No animal resultant from the artificial insemination of its dam shall be registered in the Herdbook:-
 - i) If the bull from which the semen was collected is not registered in the Herdbook, or in the Herdbook of an overseas society referred to in Bylaw 4.3 at an equivalent level to Appendix 1 or Pedigree Register.
 - ii) Unless and until all requisite certificates, fully and correctly completed, are lodged with the application for registration.
- 13.4 The Association shall establish and maintain a procedure for the reporting and recording of abnormalities in the progeny of registered Holsteins and shall monitor the incidence of deformities in the progeny of sires used through artificial insemination.
- 13.5 Upon substantial evidence that an animal is a carrier of a significant genetic abnormality, the National Board may direct that the Association shall label such animal in the Herdbook as a recessive carrier of such genetic abnormality.

14. REGULATIONS GOVERNING EMBRYO TRANSFERS AND THE REGISTRATION OF RESULTING CALVES

The Embryo Transfer Regulations of the Association follow the procedures for registration of calves born naturally, and applications for registration shall be submitted in the manner prescribed in Bylaw 3.

- 14.1 The registration of a calf which is the result of an embryo transfer must be parentage verified in respect of both the donor dam and service sire. Where the DNA profile of the service sire or donor dam is not available, partial parentage verification may be accepted for female calves which can be registered with the Certificates of Registration stamped "NOT TO BE TRANSFERRED" in red ink.
- 14.2 The DNA profile of each donor cow shall be recorded, preferably in advance of any embryo transfer programme, and no later than the date of first flushing.

- 14.3 A donor cow may be bred to multiple sires in a single embryo transfer programme, but the acceptance for registration of the resultant progeny shall be subject to satisfactory parentage verification through DNA mapping.
- 14.4 A recipient cow should receive only one embryo from a single recovery from a single donor cow. However, in the case of the implantation of multiple embryos and multiple resulting births, the two calves should not be marked as "Twins" except when one is female and the other is male.
- 14.5 An Embryo Transfer calf, when registered, shall carry the suffix "ET" as a part of its name wherever it may appear. An animal resulting from an embryo imported into Australia from parents registered by any of the breed societies listed under Bylaw 4.3 shall be registered in Australia with the suffix "IMP ET", and a registered ET animal imported into Australia shall be distinguished by the suffix "ET IMP".
- 14.6 Responsibility for registration rests with the recorded owner of the embryo at the birth date of the calf. Application shall be made on the prescribed registration entry form at the prescribed fee, accompanied by a copy of Certificate "D" in the event of an embryo which has had a recorded change of ownership.
- 14.7 The recorded owner of the donor cow at the date of recovery shall be deemed to be the original owner of an embryo, and an ET calf shall be registered with the prefix of the recorded owner of the embryo at the time of its birth.
- 14.8 In the event of the export or change in the ownership of an embryo, Certificate D, Application for Embryo Export/Change of Ownership shall be completed in triplicate by the breeder or recorded owner of each individual embryo, and distributed as follows:
- i) Original to be presented to the overseas buyer or new owner to accompany the application for registration of the resultant progeny.
 - ii) Duplicate to be forwarded by the recorded owner (ie the vendor of the embryo) to the Association within 1 month of the date of ownership change or sale, together with the fee prescribed from time to time by the National Board for lodgement of Certificate D.
 - iii) Triplicate to be retained by the previous owner or vendor as evidence of the provision of accurate particulars of breeding of the embryo/embryos exported or moved.
- 14.9 In the event of an embryo or embryos being recovered from a Holstein female registered in the Pedigree or Appendix section of the Herdbook, and transferred or frozen, the owner of the donor female shall complete and lodge with the Association, within a period of six months, the duplicate copy of the prescribed notification document "A" - Certificate of Embryo Recovery, together with copies of the relevant documents "B" - Certificate of Embryo Transfer, and/or "C" - Certificate of Freezing.
- 14.10 In the event of a frozen embryo or embryos from a single recovery being transferred, the owner of the recorded embryo/s shall complete and lodge with the Association, within a period of six months, the duplicate copy of the prescribed notification document "B" - Certificate of Embryo Transfer, together with a copy of the original recovery and freezing certificates relating to the embryo/s.

- 14.11 All outstanding ET registration documentation not completed by breeders be sent back or archived with notification to the breeder after a period of 30 days after final notice.

15. REGULATIONS GOVERNING THE REGISTRATION OF CLONED CALVES

The Association's regulations governing the registration of cloned calves follow the procedures for registration of calves born naturally, and applications for registration shall be submitted in the manner prescribed in Bylaw 3.

- 15.1 The biological Sire and Dam of a cloned animal will be deemed the same as the Sire and Dam of the source animal. The identification of the source animal will be recorded on the Association database and associated with the registration record of the resulting clones. This information will be made available, if requested.
- 15.2 The source animal must be parentage verified. If the source material is a foetus, embryo or Nuclear DNA the source material must be parentage verified.
- 15.3 The DNA profile, including parentage verification, of the source animal must be recorded, in advance of any cloning programme, and no later than the date of Nuclear Transfer.
- 15.4 The registration of a calf which is the result of a clone must be parentage verified through DNA typing. The DNA test results must show that the source animal and clone have identical genotypes.
- 15.5 A cloned calf, when registered, shall carry the suffix "ETC" as a part of its name wherever it may appear. The progeny and grand progeny of a clone shall carry the suffix "PETC" and GPETC, respectively, as a part of its name wherever it may appear. An animal resulting from a cloned embryo imported into Australia from a source animal registered by any of the breed societies listed under Bylaw 4.3 shall be registered in Australia with the suffix "IMP ETC", and a registered cloned animal imported into Australia shall be distinguished by the suffix "ETC IMP". An animal resulting from an embryo imported into Australia from a cloned animal registered by any of the breed societies listed under Bylaw 4.3 shall be registered in Australia with the suffix "IMP PETC", and the progeny of a cloned animal imported into Australia shall be distinguished by the suffix "PETC IMP". An animal resulting from an embryo imported into Australia from the progeny of a cloned animal registered by any of the breed societies listed under Bylaw 4.3 shall be registered in Australia with the suffix "IMP GPETC", and the grand progeny of a cloned animal imported into Australia shall be distinguished by the suffix "GPETC IMP".
- 15.6 Responsibility for registration rests with the recorded owner of the clone at the birth date of the calf. Application shall be made on the prescribed registration entry form at the prescribed fee, accompanied by a copy of Certificate "D" in the event of an embryo which has had a recorded change of ownership.
- 15.7 The recorded owner of the source animal at the date of nuclear transfer shall be the original owner of an embryo.
- 15.8 When a cloned calf is registered, the breeder of the entity from which the source material originates shall be recorded as the breeder.
- 15.9 A cloned calf shall be registered with the prefix being the same as the prefix of the source animal from which the nuclear material originates. This is the prefix of the breeder of the source animal.

- 15.10 In the event of the export or change in ownership of an embryo, Certificate D, Application for Embryo Export/Change of Ownership shall be completed in triplicate by the breeder or recorded owner of each individual embryo, and distributed as per Bylaw 14.8.
- 15.11 In the event of embryo production from a cell line, where the source DNA is from a Holstein registered in the Pedigree or Appendix section of the Herdbook, and transferred or frozen, the owner of the source animal shall complete and lodge with the Association, within a period of six months, the duplicate copy of the prescribed notification documents:
- i "A3" – Certificate of source of Nuclear DNA,
 - ii "A3a" – Certificate of source of host cytoplasm/oocyte,
 - iii "A3b" – Certificate of Embryo production from cell line,
 - iv "B3" – Certificate of Embryo Clone Transfer,
 - v "C3" – Certificate of Embryo Clone Freezing.
- 15.12 In the event of a frozen embryo or embryos from a single clone embryo recovery being transferred, the owner of the recorded embryo/s shall complete and lodge with the Association, within a period of six months, the duplicate copy of the prescribed notification document: B3" - Certificate of Embryo Clone Transfer, together with a copy of the original source identification, embryo production and freezing certificates relating to the embryo/s.
- 15.13 All outstanding Clone registration documentation not completed by original owners be sent back or archived with notification to the breeder after a period of 30 days after final notice.

16. HFAA CLASSIFICATION SCHEME

- 16.1 i) Pursuant to the Association Rules, the Breed Development and Conformation Committee (BDCC) shall administer, manage and superintend an Official Classification Scheme of animals registered in the Herdbook, the aim of such scheme being the rating of animals in accordance with the degree to which they approach the ideal conformation of the breed and with a view to the introduction by the Association of awards for excellence in type, production and reproduction.
- ii) For the purpose of the scheme, each State shall be divided into classification districts, with regular classification tours conducted of herds in these districts, which tours shall, so far as is possible, be conducted twice annually.
- iii) Official Classifiers shall be appointed by the CEO and such persons when appointed shall be employed by the Association and subject to the usual direction and control of the CEO.
- iv) The CEO shall maintain a register of members who have in writing applied for their herds to be included in the scheme. Upon making such an application a member shall be deemed to have acknowledged that the acceptance of his/her application is at the discretion of the BDCC, and that participation in the scheme

is not a matter of right, but a privilege of membership to be granted or withheld at the discretion of the BDCC.

- 16.2 i) A herd shall be classified by an official Classifier only, but no official Classifier shall classify a herd which contains an animal in which he/she has a pecuniary interest, or a herd of which he/she has supervision.
- ii) Only bulls aged two years and over and cows which have freshened at least once shall be classified, and the official Classifier shall be the sole arbiter of the eligibility of any animal for classification and he/she may refuse to classify any animal which is considered to be unsuitable because of condition, age, stage of lactation, injury or illness.
- iii) That a minimum time of 60 days between re-classification apply to all animals regardless of ownership
- 16.3 i) Animals shall be classified on a numeric basis and assigned a score and rating in accordance with the following scale of points:
- | | |
|----------------|-----------|
| 90 - 97 points | Excellent |
| 85 - 89 points | Very Good |
| 80 - 84 points | Good Plus |
| 70 - 79 points | Good |
| 60 - 69 points | Fair |
- ii) No cow shall be classified Excellent unless she has completed at least two lactations of a minimum 220 days each and she has freshened for the third time and no cow shall be so classified when dry.
- iii) No bull under the age of four years shall be classified Excellent.
- 16.4 A member, whose herd is registered for participation in the scheme, shall provide to the official Classifier the Certificate of Registration for each animal presented for classification, unless there are two physical identifiers listed on the Classifier's handheld computer.
- 16.5 The official Classifier shall lodge a report with the BDCC of any action or omission by a member whose herd he/she is classifying, which in his/her opinion was, or is, designed and calculated to obtain a false classification. Such conduct shall, if substantiated by the BDCC, be deemed to be conduct prejudicial to the best interest of the Association.
- 16.6 i) There shall be no appeal against the decision of an official Classifier.
- ii) An animal may be reclassified by submitting the previously classified animal to the official Classifier on his/her subsequent visit to the herd. No fee shall be payable on such a reclassification unless a greater number of points are awarded to the animal, in which case the fee payable shall be in accordance with the Schedule of Fees contained in these Bylaws.
- iii) An official Classifier may raise the score of an animal, but shall not lower the score of an animal.
- iv) Excellent cows can be raised in points during the same lactation. An Excellent cow, which on subsequent lactation is again classified Excellent, shall have that

rating signified by the use of a suffix indicating the number of times it has been classified Excellent.

- v) A Special Classification may be granted upon application by a member to the CEO only if the special classification does not interfere with the normal classification round.
- 16.7
- i) The Association reserves the right to issue or publish or in any way disseminate in any form for a fee or otherwise all or part of any of the information obtained as a result of it conducting linear classification.
 - ii) Neither the Association nor a member shall issue or publish or make available or disseminate in any way any information obtained by the Association or the member on the classification of any animal not obtained as a result of the official Holstein Australia Linear Classification Scheme.
 - iii) The Association shall maintain daughter classification records for every sire with daughters which have been classified by official Holstein Australia Linear Classification. Conformation information for any sire with ten or more daughters so classified will be issued by the Association on request.
 - iv) The National Board may, on such terms and conditions as it thinks fit, authorise the Association's official Classifiers to conduct classification of Holstein and other dairy breeds represented by a national breed society within Australia or overseas and on behalf of DataGene Ltd. .

17. HFAA AWARDS AVAILABLE TO MEMBERS

The awards issued by the Association are designed to recognise those animals which have made a significant contribution to the development of the Holstein breed in Australia. Awards shall be available for superior production, longevity, transmission of superior production with desirable type, and for excellence of conformation demonstrated through performance at shows within Australia and judged on the basis of photographic entries.

17.1 Production Recognition

i) ***Production Achievement Award***

Standard: Single 305 day lactation yield in excess of one or more of the following:
Milk: 11000 litres
Fat: 450 kg at min 3.3%
Protein: 365 kg at min 3.0%

ii) ***Elite Production Award***

Standard: Single 305 day lactation with minimum COMBINATION of
Fat: 450 kg at min 3.8%
Protein: 365 kg at min 3.2%

iii) ***Lifetime Production Award***

Standard: Milk, Butterfat and Protein in excess of:

Milk (litres)		Fat (kg)		Protein (kg)	
70000	and	2660	and	2275	
80000	and	3040	and	2600	
90000	and	3420	and	2925	Silver
100000	and	3800	and	3250	Gold
110000	and	4180	and	3575	Diamond

17.2 Longevity Recognition

i) **Superior Total Performance Award**

Lifetime Production:

Lactations	Milk (litres)	Fat (kg)	Protein (kg)	
Six (<i>Minimum</i>)	50000	1875	1600	Standard STP
Eight	66667	2500	2133	Silver
Ten	83333	3125	2667	Gold
Twelve	100000	3750	3200	Diamond

Type: VG85 or higher

Longevity: a) Minimum of 6 lactations

b) Mammary System to be classified as 85 or higher.

ii) **Elite Superior Total Performance Award**

In the stated number of lactations, the Milk, Butterfat and Protein in excess of:

	Lactations		Milk (litres)		Fat (kg)		Protein (kg)
Silver	8	and	67000	and	2513	and	2144
Gold	10	and	84000	and	3150	and	2688
Diamond	12	and	100000	and	3750	and	3200

Type: VG85 or higher

Longevity: a) The mandatory lactations

b) Mammary System to be classified as 85 or higher.

17.3 Progeny Recognition

Star Brood Cow Award

Eligibility: Eligibility for the Star Brood Cow Award shall be open to any female registered in the HFAA Herdbook or Appendix, including Supplementary Section 5.

Standard: To qualify, a cow need not have been classified, but must have produced not less than three progeny classified Good Plus or better.

ONE STAR IS AWARDED FOR EVERY SIX POINTS GAINED, with points allocated as follows:-

T1	Each daughter classified GOOD PLUS	- 1 point (total)
T3	Each daughter classified VG85/86/87	- 2 points (total)
T4	Each daughter classified VG88 or 89	- 3 points (total)
T5	Each daughter classified EXCELLENT	- 4 points (total)

P1 Each daughter earns one point for each qualifying 305 day lactation of minimum:-

Age	Protein (kg)	and one of	Milk (ltrs)	or	Fat (kg)
J2	198		6100		229
S2	211		6500		244
J3	224		6900		259
S3	237		7300		274
J4	250		7700		289
S4	263		8100		304
M	270		8300		311

P2 Each daughter with lifetime production in excess of:
 55000 litres milk OR 2090 kg fat OR 1788 kg protein - 1 point
 66000 litres milk OR 2508 kg fat OR 2145 kg protein - 2 points
 77000 litres milk OR 2926 kg fat OR 2503 kg protein - 3 points

P3 Each son with an Australian Breeding Value **above breed average by:-**
 275 litres milk AND 20 kg fat plus protein with min 10 kg protein and 63% reliability - 1 point

500 litres milk AND 45 kg fat plus protein with min 20 kg protein and 63% reliability - 2 points

750 litres milk AND 70 kg fat plus protein with min 30 kg protein and 63% reliability - 3 points
 (Breed Average ABV for current year)

TP1 Each son qualifying for Superior Sire Award - 2 points

TP2 Each daughter qualifying for Star Brood Cow Award - 1 point

TP3 Each daughter qualifying for STP Award
 i) Standard STP - 1 point
 ii) Silver - 2 points
 iii) Gold - 3 points
 iv) Diamond - 4 points

TP4 For every 3 Excellent daughters a son produces - 2 points

For every 25 VG daughters a son produces - 2 points

For TP4 a maximum of 12 points can be awarded for each category

A female may be awarded Star Brood Cow status on the performance of her natural and/or embryo transfer progeny.

17.4 HFAA Superior Sire Award

The award is made annually to Australian-standing Progeny Tested Sires having satisfied the following minimum requirements:

- i) Production – Bulls must be in the top 200 production ABV bulls ranked on the Balanced Performance Index (BPI) with minimum 80% Reliability (60 Effective Daughters).
- ii) Conformation – Bulls must have Mammary and Overall Type ABVs equivalent to minimum +2 Std Deviation, with minimum 80% Reliability (35 Effective Daughters).

- iii) Recessive Carrier Status – Bulls must not have any suspect recessive carriers or genetic defects within three generations unless the bull or the affected predecessors were tested as non-carriers of known recessive metabolic diseases and genetic defects for which laboratory tests are available, as stipulated from time to time by the National Board.
- iv) Temperament and Milking Speed – Bulls must have a minimum of breed average ABVs for Temperament and Milking Speed.

17.5 All Australian Awards

- i) The All Australian Photographic Competition shall be open to Holstein cattle registered in the Pedigree Section and Appendix Registers 1 2 and 3, which have successfully competed at major shows within Australia in each calendar year and shall be administered by the Association through the BDCC.
- ii) Finalists in the All Australian Photographic Competition shall be selected each year by a panel of three official judges of the breed, appointed by the Strategic Directions Committee to serve for periods of three years on the Selection Committee.
- iii) To be eligible for consideration by the All Australian Selection Committee the following conditions shall apply:-
 - a) The owner of an animal, eligible to compete in the ordinary Holstein classes, which has obtained:
 - first or second place (if less than 40 Holsteins shown)
 - up to third place (if more than 40 Holsteins shown)
 - up to fourth place (if more than 75 Holsteins shown)
 - up to fifth place (if more than 100 Holsteins shown)
 - up to 10th place (if more than 150 Holsteins shown)

at Royal Shows in Melbourne, Sydney, Adelaide, Perth, Hobart, Canberra, Geelong or at the Royal National Exhibition in Brisbane, or at International Dairy Week's All Breeds National Youth Show or at nominated and approved All Australian qualifying shows in any of the Holstein Australia Sub-Branched, may forward a suitable photograph to the Association, together with the prescribed entry form, before the closing date for acceptance of entries each year.
 - b) Only one photograph of each animal may be submitted in any one year for any one class, and no single photograph may be entered in consecutive years of the competition. Printed or digital photographs will be accepted for entry. Photographs shall be in full colour, and not more than 13 cm by 18 cm (5" by 7") in size.
 - c) At Holstein Australia's request entries must submit either a negative, in the case of film photographs, or a RAW image, in the case of digital photography. Holstein Australia reserves the right to disqualify an entry refusing to submit either a negative or a RAW image. Photographs which have been subjected to digital modification will be ineligible with the exception of alterations which do not affect the conformation of the cow. Random testing for digital enhancement of photographs may be done at the discretion of the BDCC and their decision will be final. All photographs that return a positive to any sort of enhancement (with the exception of the above) will be disqualified. Members

and photographers entering the competition must sign the entry form which states that there has been no digital enhancement of the image which would affect the conformation of the cow.

- d) Animals must be photographed within six months of the date of the qualifying show, and milking cows must be in the same lactation as at the time of qualifying.
 - e) Each animal shall be entered for the All Australian Competition in the name/s of its owner/s at the time of qualifying.
 - f) The All Australian qualifying show must be judged by a member of the National Judges Panel, with the exception of calf shows from which entries are accepted for the All Australian Holstein Youth Calf Class.
 - g) Holstein Australia reserves all rights to use submitted photographs for any purpose that it sees fit.
- iv) The following classes shall be recognised for the All Australian Photographic Competition and an All Australian, Reserve All Australian and Honourable Mention All Australian Award shall be issued for each class:-

Female:

- 6 years and over
- 5 year old
- 4 year old
- 3 year old
- 2 years old In-Milk:
 - 30 months and under on day of show
 - Over 30 months on day of show
- Senior Yearling Dry:
 - 15 months and under on day of show
 - Over 15 months on day of show
- All Australian Holstein Youth Calf Class

The following additional rules and guidelines apply to All Australian Holstein Youth Calf Classes:

- a) A special class known as the All Australian Holstein Youth Calf Class for junior handlers under 17 years of age on the day of the show may be established at all Calf Days and nominated All Australian Feature Shows.
- b) Entries in the All Australian Holstein Youth Calf Class may compete in any other single class on the day as well as in championships.
- c) Fully Registered and Appendix 1, 2 and 3 Calves under 12 months of age at the date of the show will be eligible for entry, and photographs must be taken within the prescribed period.
- d) The calf need not be owned or entered by the junior handler, but the junior handler's name and the name of the calf must be supplied to the show organisers prior to judging on the day of showing.
- e) The calf must be led by the nominated junior handler in the All Australian Holstein Youth Calf Class and held only by the junior handler without adult assistance for competition photographs. The junior handler must be seen in the photograph and the photo must be in full colour.
- f) First through fourth place getters in a nominated All Australian Holstein Youth Calf Class will be eligible for entry in the All Australian Competition.

- v) In the event of a breach of the official conditions for the All Australian Competition, the National Board reserves the right to exclude a member from participation in further All Australian Competitions.
- vi) The National Board reserves the right to reject any entry for the All Australian Competition which is in breach of Holstein Australia Bylaws.

17.6 Master Breeder Award

- i) The Master Breeder Award shall be considered on the submission of the prescribed application form by or on behalf of an individual or individuals, who has/have been an individual member or joint member of the Association, and an active breeder for a continuous period of at least 20 years.
- ii) An application for a Master Breeder Award shall stipulate the period of 20 years continuous membership of the individual/s, commencing from no earlier than 12 years of age, during which all registered animals bred by the applicant/s under a single herd prefix shall be considered in the calculations for the award.
- iii) A Master Breeder Award shall be issued once only on the basis of the animals born during a nominated 20 year period, but an individual/s may achieve the award more than once if another 20 year period has been satisfied.

iv) Qualifications for Master Breeder Award

- a) The award will be based on points achieved for superior animals bred by an eligible breeder, and born within the stipulated 20 year qualifying period.
- b) The required quota of points will be calculated on the basis of 1 per registered female born within the stipulated 20 year qualifying period, with:-

Minimum 300 Registered females born within the 20 year period, and
 Minimum 10 Registered females born per year within that period.

- c) Points will be earned by both females and males born within the 20 year qualifying period according to the following achievements:-

- 1. Excellent Cows = 8 points
- 2. VG Cows (latest class) = 2 points
- 3. Star Brood Cows = 3 points per star up to max 15 points
- 4. STP Cows
 - Standard = 5 points
 - Silver = 15 points
 - Gold = 20 points
 - Diamond = 25 points

5. Production Award (single lactation) = 1 point for milk, fat & protein with no points limitation on any one cow.

6. Elite Production Award Achievement (single lactation) = 5 points.

7. Lifetime Production Award	= 5 points per category
i.e. 70000litres M & 2660 kg F	= 5 points
80000litres M & 3040 kg F	= 10 points
90000litres M & 3420 kg F	= 15 points
100000litres M & 3800 kg F	= 20 points
110000 litres M & 4180 kg F	= 25 points
8. Superior Sire (once only)	= 20 points
9. Excellent Males	= 3 points
10. VG Males (latest class)	= 1 point

17.7 Holstein Australia Distinguished Service Award

i) **Overview**

- a. The Distinguished Service Award (DSA) is made to members who have given valuable service to Holstein Australia over an extended period. The award is recognition for sustained commitment to the Association, both within and beyond the member's designated role and responsibilities.

ii) **Nominations**

- a. Nominations for the award can be initiated by any member of the Association on the prescribed form.
- b. A nomination can be initiated by any Sub-Branch or Region and referred to the SDC for its initial review and if considered appropriate their recommendation to the Board for the final decision.
- c. Nominations should include the reasons why the member is considered worthy of receiving the DSA, including meeting the criteria in this Bylaw.
- d. Members who have received a Federal Honorary Life Membership may not be nominated.

iii) **Selection Criteria**

- a. Sustained participation in Association administration at Sub-Branch and/or Region level
- b. Demonstrated Holstein Australia's values:
 - i. Operate with high ethical standards, including integrity and credibility.
 - ii. Maintain an independent, member focused position and views.

c. Promotion of the breed

Nominations should meet at least 2 of the following additional criteria:

- i. Help, assist and mentor fellow members (and non-members) who share an interest in the breed without expectation of reward
- ii. Demonstrate leadership qualities which inspire enthusiasm among HA youth members
- iii. Provide ideas for the future direction of the association and how they can be implemented to contribute to the development of the association
- iv. Contribute to the wider Association by involvement in activities beyond the level of responsibilities normally expected in the position held

iv) **Selection Process**

- a. Nominations are to be received by the CEO by the publicised date.
- b. The National Board will review each nomination and has authority to award or not to award any DSA.
- c. The National Board has the final decision.
- d. No personal approaches or presentations will be called for and there is no process of appeal.
- e. A maximum of 3 awards will be awarded each year.

PART B - THE ASSOCIATION OPERATIONAL MATTERS

18. GOVERNANCE

18.1. Board Compensation

- 18.1.1. The cost of attending Board and Strategic Directions Committee (SDC) meetings shall be paid by the Association. Reasonable costs of travel and accommodation will be paid or reimbursed in accordance with the current HA Travel and Reimbursements Policy
- 18.1.2. Reimbursements for out of pocket expenditure will be made only on submission by each Board and SDC member of a written application on the form provided and will be supported by original receipts.
- 18.1.3. The President, or in the alternate a Board nominated person, shall act as chairperson for all meetings of the SDC.
- 18.1.4. The SDC shall meet at least once per annum to review the Association's strategic direction and to assist in the Association's forward planning process.

18.2. Election and appointment of members to Association offices and or roles

- 18.2.1. In accordance with the Rules the Secretary shall notify and or approach the Members and as applicable non-Members, of any impending Board, SDC, Disciplinary, Regional, BDCC vacancies advising them of the member nomination and or appointment procedures, requirements and closing date as approved from time to time by the Board.
- 18.2.2. In accordance with the Rules, the Secretary shall notify the relevant Regional members of any impending SDC vacancy, advising them of the nomination procedures, requirements and closing date as approved from time to time by the Board.
- 18.2.3. By 30 June each year, the Secretary shall have the required Region identify from their members a suitable candidate(s), who is/are willing and consent to be suitable persons as nominees to be the Regional Representatives of the Association. All nominations may be subject to a ballot process to determine who is/are the SDC members for the forthcoming year in accordance with the Rules.
- 18.2.4. The Secretary may use the most suitable secret ballot methodology that is acceptable to the Board, to call for nominees from the respective Regions where a vacancy exists, to be a candidate, subject at all times to the Rules, these Bylaws and with regards to any criteria established by the Board from time to time.
- 18.2.5. Unless specifically provided for in the Rules, no Board member, SDC member, Disciplinary Committee member, Regional Representative member, or BDCC member, can also be a current employee, nor a past employee of the Association, if their employment ceased within the previous one (1) year of their entitlement to be a member of the Board, SDC, Disciplinary, Regional or BDCC.

18.3. General Operations and Management

- 18.3.1. The Chief Executive Officer (CEO) shall be appointed by and report to the Board.
- 18.3.2. The Board shall fix the remuneration of the CEO within budget allocations as approved by the Board.
- 18.3.3. All other staff including but not limited to, Regional Coordinator, managers and any staff shall be appointed by the CEO or as delegated by the CEO, within the budget allocations approved by the Board.
- 18.3.4. The Association shall operate its accounts on a consolidated basis, and the national office shall provide full accounting support services to each Region and Sub-Branch.

18.4. Regions and Sub-Branches

- 18.4.1. The Board from time-to-time will review the Association's Regional structure, including the number and coverage of existing Regions.
- 18.4.2. The Board, following consultation with the Regional Representative as appropriate, may approve the establishing or disbanding of a Sub-Branch within that Region.

19. MEMBERSHIP, RELATED TRAVEL GRANTS AND COMMITTEE EXPENSES

Within the Classes of membership as defined in these Bylaws, the Board may create categories of membership.

19.1. Membership Classes, and Categories

The current Classes are as set out below:

- 19.1.1. Ordinary Membership
- 19.1.2. Associate Membership
- 19.1.3. Youth Membership
- 19.1.4. Junior Membership
- 19.1.5. Life Membership

19.2. Transfer of membership to another Sub-Branch

- 19.2.1. Notwithstanding the provisions of the Association Rules, an applicant having a breeding herd may, with the consent and approval of the relevant Sub-Branch and the Board, be permitted for geographical reasons to become a member of another Sub-Branch instead of the Sub-Branch of the Region in which he/she has his/her breeding herd.
- 19.2.2. The Association may in each financial year pay to any Regional Representative a grant for their attendance at SDC meetings and the extent of each grant shall be decided by the Board.

19.3. Travel grants and committee expenses

- 19.3.1. All reasonable and proper travelling, accommodation and other expenses incurred by the President or his/her nominee, and members of the Board and Board Committees, in attending meetings and official engagements on behalf of the Association shall be either reimbursed or paid out of Association funds.
- 19.3.2. All reasonable and proper travelling, accommodation and other expenses incurred by any member of a Committee in attending meetings of the Committee to which he/she was appointed by the CEO or other designated official, shall be either paid or reimbursed to the member out of Association funds on presentation of a formal claim.

19.4. Life Membership Provisions

- 19.4.1. Any Region or Sub-Branch of the Association may, subject to the Board approved process, refer to the SDC a nomination of a member to be awarded Life Membership in recognition of the services of that person to the Holstein breed and the Region or Sub-Branch concerned.
- 19.4.2. For the purposes of administering nominations for Life Membership of the Association, and the award of Life Membership, the SDC shall be responsible for:-
- (i) Receiving or initiating the nomination process for Life Membership and for Life Membership awards of the Association, and inviting Regions or Sub-Branchedes to submit nominations in writing in accordance with agreed templates to the Strategic Directions Committee;
 - (ii) Reviewing all nominations whether from the Board, Regions or Sub-Branchedes for Life Membership of the Association, and for Life Membership awards;
 - (iii) Supporting those nominations which it deems appropriate, the SDC shall advise and recommend to the Board of the grounds for its support accordingly.
- 19.4.3. The Board shall at its next meeting following receipt of the SDC's written recommendation, consider the recommendation and decide to either confirm, reject or seek further information; but shall at least within three (3) months of its receipt, determine the matter and issue a decision to the SDC and the Region or Sub-Branch as applicable. The Board is not required to provide any reasons for its decision, but may do so at its sole discretion. The Board requires at least a two-third majority vote of the Directors of the Board to approve a Life Membership nomination.

20. MEMBERSHIP SUBSCRIPTIONS AND FEES

- 20.1. The entrance fee, annual subscription and other fees applicable to membership of the Association and its services shall, pursuant to the Association Rules, be determined by the Board from time to time.
- 20.2. Life Members shall be entitled to receive the in-house publications of the Association free of charge.

- 20.3. Ordinary, Associate, Youth or Junior Members may, upon the payment of an amount as determined by the Board from time to time, receive Official publications during the financial year for which the payment is made.
- 20.4. A person who has been admitted to Life Member in accordance with the Association Rules shall be recorded as an individual member of the Association and shall be absolved from all membership fees for the currency of his/her Life Membership.
- 20.5. The Board may determine that a lower annual subscription is payable by Associate members.
- 20.5.1. The Board may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to —
 - (i) The full annual subscription; or
 - (ii) A pro rata annual subscription based on the remaining part of the financial year; or
 - (iii) A fixed amount determined from time to time by the Board.
- 20.6. Any person, firm, association or other body which is, usually is, or has been, engaged in the Dairy Industry is eligible for membership of the Association.
- 20.7. Life Member – being a person who has received the recommendation of the SDC and in the opinion of at least two-third majority vote of the Directors of the Board has rendered outstanding service to the Association or the Dairy Industry beyond that normally required or expected from their position or office.
- 20.8. The Board may from time to time create Bylaws to include and define Regions and Sub-Branches to which all Members are allocated at the time of application based on their operational activities or at any time thereafter.

21. APPLICATION FOR MEMBERSHIP

- 21.1. Every applicant for membership of the Association shall make their application for membership in writing, signed by the applicant and shall be in such form as the Board from time to time prescribes and includes the applicant agreeing to accept the Association's Rules, Bylaws and Code of Conduct as adopted and amended by the Board from time to time.

When lodging an application for membership, every applicant may at the same time be required to pay the then current application fee as set by the Board. The Board may from time to time create Bylaws to include the level of application fee payable by applicants for membership by resolution and may similarly vary the level of the application fee from time to time. Application fees are non-refundable and are not offset against the initial annual subscription.

- 21.2. At the next meeting of the Board after the receipt of any application for membership, such application shall be considered by the Board, who shall thereupon determine upon the admission or rejection of the applicant. In no case shall the Board be required to give any reason for the rejection of an applicant. When an applicant has been accepted for membership the Secretary shall forthwith send to the applicant written notice of their acceptance and the applicant shall become a member of the Association.

22. RIGHTS OF MEMBERSHIP

22.1. Ordinary Members shall have, upon full payment of any and all requisite fees:-

- (i) The right to attend all functions and Members' Meetings;
- (ii) The right to vote at all Members' Meetings;
- (iii) The right to nominate as a Director of the Association;
- (iv) The right to nominate as a member of the Association's SDC;
- (v) The right to receive copies of the official publications of the Association;
- (vi) Be nominated as a Regional Representative of the Association; and
- (vii) Any other rights as determined by the Board or included in these Bylaws from time to time.

22.2. Associate Members shall have, upon payment of any requisite fees:-

- (i) The right to attend all functions and Members' Meetings;
- (ii) The right to receive copies of the official publications of the Association;
- (iii) Any other rights as determined by the Board or included in these Bylaws from time to time;
- (iv) No right to vote unless they have been appointed as a proxy in accordance with the Rules; or
- (v) No right to be nominated as a Director, SDC member, or Regional Representative of the Association.

22.3. Youth Members shall have, upon payment of any requisite fees:-

- (i) The right to attend all functions and Members' Meetings;
- (ii) The right to receive copies of the official publications of the Association;
- (iii) Any other rights as determined by the Board or included in these Bylaws from time to time;
- (iv) The right to vote at all Members Meetings
- (v) The right to be nominated as a Director, SDC member or Regional Representative of the Association.

22.4. Junior Members shall have, upon payment of any requisite fees:-

- (i) The right to attend all functions and Members' Meetings;

- (ii) The right to receive copies of the official publications of the Association;
- (iii) Any other rights as determined by the Board or included in these Bylaws from time to time.

22.5. Life Members shall have:-

- (i) The right to attend all functions and Members' Meetings;
- (ii) The right to receive copies of the official publications of the Association;
- (iii) The right to vote at all Members' meetings;
- (iv) Be nominated as a Director or Regional Representative of the Association.
- (v) Any other rights as determined by the Board or included in these Bylaws from time to time; and

22.6. Membership not transferable

22.6.1. The rights and privileges of any Member shall remain with the Member and is not transferable.

22.7. Subscriptions

22.7.1. The annual subscription payable by Members is set by the Board from time to time. Different annual subscriptions may be set for different categories or classes of members, where the groupings are defined by reference to the members' turnovers or other objective measures.

22.7.2. All annual subscriptions shall become due and payable in advance on the First day of July in every year.

23. MANAGEMENT OF REGIONS

23.1. Regional Operations and Representatives

23.1.1. Each Region will have a Regional Representative.

23.1.2. Regional Representatives

The Regions shall elect their Regional Representatives from amongst those Regions members;

- (i) A Regional Representative shall represent the Region on the Strategic Directions Committee; and
- (ii) Undertake such other activities in support of the Region, and in carrying out the designated activities of the Region and or Sub-Branch as the Region may determine from time to time, to assist in the delivery of member services and other operations at the local and regional level.

23.2. Regional Representative Election Procedures;

23.2.1. Timing

The Regional Representative shall be elected on a three (3) yearly cycle. These regional elections shall be completed no later than the last full week of August in any year.

23.2.2. Manner

The Regional Representative election shall be determined from time to time by the Board. It may include any of the following - at a meeting of members, by postal ballot or by electronic/web based means and shall be a secret ballot. For postal and web based voting the ballot shall remain open for at least 7 days and will be conducted by the Secretary of the Association.

23.2.3. Procedure

Regional Representative elections shall follow a methodology that provides:

- (i) At least 30 days' notice to members advising of the election, the intended date for election and a call for nominations with at least 21 days for submission of nominations.
- (ii) Information about each nominee and the procedures for voting shall be made available to all regional members via print, email notice or on the web via an email link or combination of these at least 7 days prior to the opening of the voting period.
- (iii) The ballot form will list each candidate's name only. All candidate biographical information will be made available on the nominee information referred to in (ii) above.
- (iv) Each member will place a tick or a cross or other electronic selection for their preferred candidate.
- (v) Ballots that do not follow the direction on the ballot paper shall be void and not counted. (i.e. For ballots indicating a vote for one (1) candidate is valid. Ballots containing 2 or more ticks or crosses are to be discarded).
- (vi) Only those members of the Region (for which the election is being held) as recorded on the Association register at the time of voting shall be eligible to vote.
- (vii) Where evidence exists of members voting more than once ALL such votes shall be declared null and void and if the member is also a nominee, the member will be disqualified from the election.
- (viii) If a tied vote occurs the Secretary shall determine the result by lot.
- (ix) If the number of nominations for the Regional Representative position equals one, then no election will be held and the nominee will take office unopposed.

23.3. Responsibilities, Roles and Accountability of the Regional Representative

- 23.3.1. The responsibilities, roles and accountability of the Regional Representatives, their delegations of authority and the procedural requirements for the management and operation of Regions shall be formalised through policies, procedures and operating guidelines as approved by the Board from time to time.

24. ANNUAL BUDGETS AND SUB-BRANCH FINANCIAL TRANSACTIONS

24.1. Sub-Branches

In addition to the requirements for the Association's Annual budget,

- 24.1.1. The Sub-Branch will include the Chief Executive Officer (CEO) or his or her nominee in their finance discussions and identification of financial support needs in the following year
- 24.1.2. The proposed budget will take into consideration the suggested needs of financial support sought by each of the Sub-Branches for the forthcoming financial year concerning their designated activities
- 24.1.3. The Sub-Branches will submit an annual budget and activity plan to the CEO and in turn the Board will give proper consideration to the submission in their final approval of the Association's budget
- 24.1.4. Any proposals or suggested local activities are to follow the following approval process:
- (i) Be formally considered and supported by the CEO.
 - (ii) The proposal will then be submitted for Board approval either as part of the normal budget and business planning process or as a special item of business.
 - (iii) If the Board approves the proposal it will then be carried out at the local level via the Sub-Branch.

25. BREED DEVELOPMENT AND CONFORMATION COMMITTEE

25.1. Breed Development and Conformation Committee (BDCC) appointments

- 25.1.1. The President appoints one (1) Board member to be the Chairperson of the BDCC;
- 25.1.2. The BDCC comprises six (6) members including that person appointed in 25.1.1 above; and
- 25.1.3. In accordance with the Rules each member is entitled to offer themselves up for re-election but only for a maximum of four (4) terms or a maximum of 12 years in aggregate whichever is the greater.

26. BOARD COMMITTEES

26.1. Finance and audit

- 26.1.1. The primary object is in relation to accounting and reporting practices to assist the Board in fulfilling its responsibilities relating to accounting and compliance obligations of the Association; and
- 26.1.2. to advise the Board on matters of financial significance or compliance with legal and contractual obligations;
- 26.1.3. to oversee and appraise the quality of audit and to review the conduct by the group's external auditors to maintain communications between the Board, external auditors and management; and
- 26.1.4. to review financial information prepared by management for external parties; and
- 26.1.5. in addition, it involves the review of accounting policies and practices, financial statements and monitoring the compliance with policies and controls.

26.2. Remuneration

- 26.2.1. The primary function is to consider and recommend to the Board compensation arrangements for the Chief Executive Officer and senior executives; and
- 26.2.2. To review and recommend to the Board on remuneration policies and practices, retirement termination policies and practices, company remuneration arrangements, Company superannuation arrangements and remuneration arrangements for members of the Board and the Breed Development and Conformation Committee..

26.3. Youth

- 26.3.1. The primary object is to encourage the participation of the younger members in the Vision and Mission of the Association;
- 26.3.2. To engage with identifying and supporting the engagement of younger members and to provide input into the relevant policies and activities carried out by the Association; and
- 26.3.3. in addition, the Committee is considered to be an important opportunity for younger members to experience and develop professionally the skills appropriate to take on more senior roles in the future.

26.4. Committee Chairperson and Charter

- 26.4.1. The chairperson of each of the above committees should, where possible, be a non-executive director;
- 26.4.2. Also where appropriate, the Board Committees should comprise mostly non-executive directors; and
- 26.4.3. Each committee is to have a formal charter, as approved from time to time by the Board, under which the objective and the composition are to be recorded.