

Alpaca Association of Ireland Constitution and Rules



1) Introduction

The **Alpaca Association of Ireland** was founded in 2003 and helps to grow the industry in Ireland and provide information and support on Alpacas and Alpaca farming.

The Alpaca Association of Ireland is a specialist breed club with the aim of keeping, promoting and improving health and responsible ownership of the Alpacas in Ireland.

The Alpaca Association of Ireland operates in line with the following Constitution and Rules and the supporting codes of conducts. The constitution and Rules has evolved over the years and will continue to evolve in response to new developments and changes in the Alpaca Associations goals and objectives.

2) Constitution and Rules - Documents

This document '**Alpaca Association of Ireland Constitution and Rules**' is the primary document for the constitution and rules of the Association.

The Alpaca Association of Ireland can be referred to by it's full title throughout the documents or as the acronym **AAI**.

In addition to the articles contained in this Constitution and Rules document the Alpaca Association of Ireland also provides supporting official documents and rules.

List of official Documents and Rules

- **Alpaca Association of Ireland membership form**
- **Alpaca Association of Ireland Consent form**
- **AAI Pedigree Registration Certificate**
- **AAI Registration Rules**
- **AAI Code of Conduct for the sale of Alpacas**
- **AAI Show Rules**

The Association Rules and Constitution that currently apply is always the last version of the rules approved by an AGM.

Codes of Conduct and additional AAI official documents that currently apply are published separately but are listed above for reference.

Changes and updates to the Alpaca Association of Ireland Constitution and Rules must be presented and approved at an AGM meeting before any change can be adopted as current and active.

Changes to the Codes of Conduct and additional AAI official documents can be updated and approved by the AAI Committee during the year between AGM meetings. Changes to the Codes of Conduct must be notified to the membership during the year and also to the next AGM.

3) Alpaca Association of Ireland Goals and Objectives

The main objectives of the association are as follows:

- Develop and advance best practice for the care of and successful farming of Alpacas in Ireland
- Aim to create a vibrant national alpaca and alpaca fibre industry in Ireland
- Liaise with national and international bodies and organisations to develop the Alpaca industry and to represent the interests of the Alpaca farmers
- Maintain a Pedigree Registry of Alpacas in Ireland
- Promote the general welfare of alpacas in Ireland
- Encourage the development of all aspects of alpaca farming including genetic improvement, fibre production and end products.
- Provide information and support to members on all aspects of Alpaca keeping
- Conduct training courses and provide knowledge sharing opportunities
- Conduct Alpaca shows to showcase alpacas and advance standards
- To provide or arrange for the provision of any service or services which may be for the benefit of the membership
- Develop training materials, codes of conduct and guidance documents for members

4) Governance

The Alpaca Association of Ireland represents the membership. The day to day running of the association is managed by a committee appointed at the Annual General Meetings.

The committee comprises of :-

- A minimum of 5 serving committee members
- A maximum of 10 serving committee members
- The committee can co-opt additional members if needed throughout the year.

There are 3 officers of the Association

- President and Chairman
- Secretary
- Treasurer

The 3 officers of the association are always members of the committee.

The roles and responsibilities of the Committee members including the officers is detailed in section Officers and Committee Role Definitions.

The committee is authorised to manage the business of the Association through out the year.

The committee must report formally to the membership once per year at the Annual General Meeting, reporting on the year's activities and seek approval to changes in the Constitution and Rules, other rule proposals and for major strategic decisions.

5) Membership

Application for membership shall be made to the Membership Secretary following completion of the Association's application form, which shall include a signed agreement to abide by the rules of the Alpaca Association of Ireland and shall be accompanied by the appropriate subscription.

Members must be at least 18 years of age.

On Election of an individual to membership the Secretary shall provide the member a copy of the rules of the Alpaca Association of Ireland.

There are two categories of membership available, Full Membership and Associate Membership.

Full Membership provides full benefits to members including access to the Alpaca Pedigree registry, AAI Shows, Training courses and full voting rights.

Associate Membership provides reduced benefits including training courses, AAI communications and reduced access to the Alpaca Pedigree registry only to register Pet and non-Breeding Alpacas.

The membership fees during 2019 is €100.00 per farm per year for Full Membership and €25.00 per farm for Associate membership.

Membership fees can be changed by the AAI Committee on an annual basis. All annual subscriptions for each year are due in advance by 01 January of that year. Members who do not keep their subscription up to date will not be eligible to register for Association activities or avail of member services.

The Membership Secretary on behalf of the Association keeps a record of the names and addresses of fully paid up members. The AAI respects the privacy of the membership and will not publish or share member information without consent.

Each member will be asked to sign the AAI consent form indicating the preferences for managing personal information.

The Committee has the power to accept or reject membership applications by a simple majority. In the case of rejections any monies paid shall be refunded and the applicant will be notified in writing the reasons for refusal by the Secretary.

6) Membership rules and responsibilities

Membership of the Association is open to all eligible owners of Alpacas and also to non owners who have an interest in Alpacas, shows, fleece and other Alpaca related activities.

A person must be over 18 years of age to be eligible for Full Membership or Associate Membership.

- Members must complete the membership form on joining
- All members must complete the AAI consent form
- Members keeping Alpacas agree to abide by the AAI rules on:-
 - Animal welfare
 - Registration of pedigree alpacas
 - The code of conduct for the sale of alpacas.
- Members entering shows must comply with the show rules
- Members must not represent the AAI without approval from the committee
- Members are not permitted to use the AAI logo without prior agreement from the committee
- Membership is renewable on an annual basis and can lapse in the event of late payment of fees.

7) Annual General Meeting

The AGM shall be held annually during the last quarter of the calendar year at a suitable place and on a date agreed by the Committee. The Secretary shall notify each member of the date of the AGM a minimum of 21 days beforehand. The quorum for any AGM shall be 7 members.

All Officers and Committee members shall be elected in accordance with the rules at the AGM by those Full Members present and voting, and shall assume office on the completion of the said AGM.

Any proposed changes in the rules of the Alpaca Association of Ireland must be notified to the members by the Secretary and included in the agenda of the next AGM and when passed must be updated in the official Association documents.

The agenda for the AGM must be published 10 days in advance of the meeting.

All AGM meetings must include in the agenda:-

- Opening address by the President / Chairman
- Secretary's Report
- Treasurer's Report

- Other Agenda items
 - Election of new Committee members / Officers of the Association
 - Activity reports
 - Plans for coming year
 - Various Topics of the day
 - Any other Business

- Official Closing of the meeting.

Following the presentation of the Secretary's report to the AGM meeting the report must be officially proposed for acceptance by the membership in attendance at the AGM.

Following the presentation of the Treasurer's report to the AGM meeting the report must be officially proposed for acceptance by the membership in attendance at the AGM.

An internal Auditor may be appointed each year at the AGM on approval of the majority of the membership in attendance and will be an officer of the Association who will be entitled to seek professional assistance with discretion.

The AGM meeting must be managed by a meeting chair person who may or may not be the Association President / Chairman.

Proposals for approval by the membership can be approved by a show of hands.

Election of Committee members must be by secret ballot.

Changes to the AAI Constitution and Rules must be approved by two thirds of Members attending the AGM.

Members not attending the AGM may vote by proxy vote via the AAI Chairman.

The Chairman or temporary Chairman of any Meeting shall have an ordinary vote and a casting vote in the event of a tie. Questions arising at Committee Meetings shall be decided by a majority of those present and voting. The quorum of any Committee or Special Meeting shall be 3 Committee Members.

8) Rules for electing Association Officers and Committee

Any candidate for election as an Officer or Committee Member shall have been proposed and seconded by Full Members of the Alpaca Association of Ireland.

Request for nominations will be sent out 21 days in advance of the AGM, If a person is nominated and is not present at the meeting, such nominations shall not be accepted unless the written confirmation of the nominee to accept the position shall have been deposited with the Secretary prior to the commencement of the meeting.

Election of Committee members and Officers of the Association must be conducted by a secret ballot of Full Members attending the AGM.

The results of the election must be announced before the close of the AGM.

The term of the new committee starts from the day following the AGM.

9) Tenure of Service of Association Officers and Committee

The standard term for serving on the Committee or as an Officer of the Association shall be as follows:

Chairman / President - 3 years

Secretary - 3 years

Treasurer - 3 years

Committee member - 3 years.

In the case of an office becoming vacant during the year the Committee have the power to elect one of their members to fill the vacancy and to co-opt a member of the Alpaca Association of Ireland to fill the resulting vacancy on the Committee or for any other Committee vacancy until the next AGM.

10) Officer and Committee role definitions

Definition and Responsibility of THE PRESIDENT / CHAIRMAN

The AGM appointed person who advises on all aspects of Alpaca breed welfare, general breed information, experienced support of the Association in its development and progress, a valued support to all officers, co-ordinates with third party bodies and other breed clubs and societies, media, contributes to and reports regularly on same always for the betterment of the Association.

The person serving in this position also presides over all meetings, where available, including committee and general meetings, is the chief officer of the Association, acts as the presiding officer at special meetings, is the secondary signatory for all minutes as provided by the Secretary, provides consultative support to all other officers when needed, contributes to administrative burden when asked, co-ordinates with other officers and represents the Association at events and functions when requested. always for the betterment of the Association.

In the event of the President / Chairman not being available for attendance at a meeting the vice-Chairman will take on the responsibilities of the President / Chairman for that meeting.

Definition and Responsibility of THE SECRETARY

The AGM ratified person responsible for all correspondence, who keeps records and files, prepares an agenda for and takes minutes of all meetings for approval and signature, answers correspondence for the Association and who presides over an administrative function in co-operation with all other officers including updated review notes for meetings and reports where desirable and always for the betterment of the Association.

Definition and Responsibility of THE TREASURER

The AGM ratified person responsible for all Association collected funds, who receives monies arising from all sources of revenue, including membership fees, fundraising activities, event contributions, takes charge of same, manages a Bank or equivalent account including retention of statement records for the Secretary and disburses funds on instruction from the Committee and reports regularly on same always for the betterment of the Association.

The Treasurer shall receive all monies, keep a proper record of receipts and payments and report the financial status of the Alpaca Association of Ireland to each meeting of the Committee. The treasurer shall maintain a Banking Account in the name of the Alpaca Association of Ireland or by means of on-line banking services. The Treasurer should provide reconciled accounts to statements of these accounts at least annually at the AGM.

The Committee must maintain proper adjudication of bank accounts, signatories and representation. All expense claims must be presented for approval in advance and for payment within the same calendar year incurred to allow efficient budget planning.

The Treasurer shall also submit an Income and Expenditure Account to the members at the AGM.

Definition and Responsibility of THE VICE-CHAIRMAN

The Committee member who in the event of the President / Chairman not being available for attendance at a meeting performs the role of vice-Chairman to take on the responsibilities of the President / Chairman for that meeting. The vice-Chairman also provide support to the President / Chairman in carry out the responsibilities of the role and take over full responsibility in the event of the Chairman being unavailable for an extended period.

Definition and Responsibility of THE PEDIGREE REGISTRY AND MEMBERSHIP SECRETARIES

The Committee member who performs the duties responsible for keeping an up to date computer and hard copy record of all members in all categories (fully paid up, honorary, overseas etc) for the communication of same to the Committee and all members as stipulated in the Association Rules, to encourage new members, to provide membership registration forms and to report to the Committee regularly in regard to same always for the betterment of the Association.

The Pedigree Registry secretary manages the provider of the Pedigree Registry services on behalf of the Association, provides support to the membership on Pedigree Registry matters and reports regularly on the registry performance to the Committee and annually to the AGM.

Definition and Responsibility of THE WEBSITE MANAGER

The Committee member who performs the duties for arranging the technical and professional running and presentation of the Association website ensuring that the site represents the aims of the Association at all times, that

it does not bring the Association into disrepute at any time, that the domain name remains in the ownership of the Association, that following meetings directions from the Committee are updated at the earliest opportunity, that show results and agreed items of Alpaca and general interest are included as soon as available, that no individual preference for inclusions will supersede the preference of the Committee and that all steps are taken to ensure security, backup and protection of records written, electronic and photographic at all times. From time to time other members may be asked/ elected to contribute to and provide support for the Website Manager.

The website is the premier communication and public relations tool of the Association. It is used to optimise the working performance of the Association and it's aims

11) Association Logo and Crest

The CREST of the Association is a trademark of the Association and may not be used outside the guidance and approval of the Committee at any time. Any request to do so must be made to the Secretary in writing, approval can only to be granted where the aims and responsibilities of the Association are met and other conditions as may be determined by the Committee.

Members are free to declare membership of the Alpaca Association of Ireland provided they comply with the Association rules and codes of conduct. The use of the AAI Crest may not be used without the written permission of the AAI Secretary or President.

12) Dispute Procedure

The Officers and Committee shall have the power to require the resignation of any member whose conduct is deemed to be prejudicial to the best interests of the Alpaca Association of Ireland. If requested by the member in question, the Committee shall call a Special General Meeting at which the member shall have the right to speak in his / her defense. The decision of the Committee shall be ratified or rescinded by a majority of the members present and voting at that Special Meeting. Twenty-one days notice in writing must be given for any Special Meeting; only items on the agenda may be discussed.

All aspects and behaviours within the AAI remain private and confidential within both the committee and the general membership. In the event that any member seeks clarification or confides in any third party with intent, the Association cannot stand over such detail and must at all times refer to its

constitution and rules. Particular regard should be paid to any disciplinary issues arising.

The AAI Committee shall be the final court of appeal in all matters of dispute, and in all cases relative to Alpaca or association matters.

The AAI will not provide a dispute resolution service in the event of a disagreement between members that falls outside the scope of Association's objectives and purpose.

13) Property and Intellectual Property Rights

All property, in particular intellectual property in paper and electronic format including documentation, records, membership contact details and minutes of meetings, and other items such as merchandise, monies, marketing & advertising materials, show paraphernalia, all equipment, wholly owned by AAI remains at all times the property of the Association and must be returned to the committee within 7 days of the resignation of any officer or member charged with relevant responsibility having been duly elected.

14) Dissolution

In the event of the Alpaca Association of Ireland being dissolved all Association records, perpetual cups or trophies and any other property shall be handed to an appointed third party organisation or an appointed member who will act as custodians thereof. Any dissolution will be formalised with quorum approval.

15) Amendments, update and Change Request to the Rules and Constitution

Amendments to the constitution and rules are to be ratified only by a resolution supported by two-thirds majority vote of the members present at an Annual General Meeting or at an Extraordinary General Meeting.

16) Ratification

This constitution was ratified at the Annual General Meeting of the Alpaca Association of Ireland held on 10 November 2018.

17) Version

Version	Details
November 2018	Final Version approved at AGM 2018

End of document.