

SAHPA INC.

RULE #1 ADMINISTRATION BYLAWS

Approved
19 March 2023

Rule 5.7.4 Amended 31/10/2023.

Rule 5.7.6 Added 31/10/2023.

DRAFT SAHPA Rule 1 Administration Bylaws - November 2022

Preamble

These administration (admin) bylaws are designed to provide day to day rules for the administration, management, and operation of SAHPA affairs by SAHPA appointed officers and staff.

They are based on the administration requirements of the constitution and are to be viewed as secondary working documents to the constitution, and as such may be amended by the SAHPA COM during each calendar year and confirmed at the annual general meeting.

The location of SAHPA HQ is 10 Boulderstone Road Gepps Cross 5094.

This is a wholly SAHPA owned lot and comprises a fenced section of hardstand open land, buildings suitable for SAHPA business and objects. The building comprises an admin office block attached to the main SAHPA meeting room and vehicle loading and storage bays.

1 SAHPA Officers and Staff

- 1.1 SAHPA officers and staff include, but are not limited to:
 - 1.1.1 A chairperson, vice chairperson, general secretary, treasurer, auditor committee person (five in number), clock chairperson, ring secretary, drivers, liberator(s), dock loading personnel, cleaner(s), race release panel (of three).
 - 1.1.2 The chairperson, vice chairperson, committee persons, clock chairperson and race release panel are non-remunerated positions.
 - 1.1.3 The general secretary, treasurer, auditor, ring secretary, drivers, liberators, dock loading personnel, cleaners are remunerated positions – such remuneration is determined yearly by the SAHPA COM after the annual general meeting.
- 1.2. Written (letter or email) nominations/applications for any vacant position shall be lodged with the general secretary no later than 31st December on the year preceding the AGM.
 - 1.2.1 If no nominations/applications are received, the SAHPA COM may appoint a person to fill that casual vacancy.

2 Licensed Premises

- 2.1 The SAHPA holds a limited liquor licence
- 2.2. The SAHPA may sell alcohol to members and to visitors.
- 2.3. Each ordinary member of the SAHPA may, on any one day introduce up to 5 visitors to the SAHPA premises, or such lesser number as may be fixed by the Licensing Authority.

- 2.3.1 Liquor must not be supplied to a visitor unless the visitor is in the company of a member who has entered the name of the visitor in a book kept for the purpose and has signed their name opposite the name of the visitor.

3 SAHPA Race Boundary

- 3.1 The SAHPA has a 100 km radius (from the Adelaide GPO) boundary.
- 3.2 The lofts of all SAHPA members competing in association races shall be situated within the 100 km radius.
- 3.3 The SAHPA COM shall determine any issues of location – such decisions shall not be appealed.

4 SAHPA Membership

- 4.1 SAHPA membership is defined in the constitution see Constitution Clause 5.
- 4.2 Membership fees shall be determined yearly by the SAHPA COM.
 - 4.2.1 The boundary for membership of the SAHPA shall be a line at 100kms radius defined by the circumference of a circle, centred on the Adelaide GPO.
 - 4.2.2 Payment of membership fees to the SAHPA shall be by clubs to the general secretary a week prior to the AGM.
 - 4.2.3 Members wishing to change clubs after payment of capitation fees must apply in writing to the COM for approval - submitting reasons for such application. Decision by the COM shall not be appealed.
 - 4.2.4 All clubs joining the association shall be required to subscribe to these rules by club member resolution. A copy of such resolution (MOM), signed by the chairperson and secretary of the club, shall be forwarded to the general secretary. The SAHPA COM shall approve (or not approve) the application as appropriate.
- 4.3 The SAHPA COM may approve affiliate membership for clubs and individuals that wish to participate in races.
 - 4.3.1 Affiliate membership fees shall be determined yearly by the SAHPA COM.
 - 4.3.2 All affiliates will be provided with a club result but not an SAHPA result on the SAHPA race result system (SRRS).
- 4.4 Termination of Membership
 - 4.4.1 Termination of membership of SAHPA clubs may occur if a breach of clause 5.4 of the constitution has occurred.
 - 4.4.2 Termination of membership of SAHPA members may occur if a breach of Clause 5.5 of the constitution has occurred.

5 The SAHPA COM, SAHPA Officers and Staff

- 5.1 The SAHPA COM shall be responsible for the orderly administration and operation of activities associated with the objects of the association. The SAHPA COM shall determine responsibilities of all SAHPA officers and staff as appropriate.
- 5.2 The chairperson shall be responsible for the orderly running of COM meetings, the annual general meeting, special general meetings, and any other meetings called by the general secretary on behalf of the SAHPA COM. This is a non-voting position, unless votes are tied, in which case the chairman has the casting vote,

- 5.3 The vice chairperson is elected to stand in for the chairman as necessary. The vice chairperson may attend SAHPA COM meetings – this is a non-voting position.
- 5.4 The general secretary (GenSec) shall be responsible for the day to day administrative, organizational, and operational needs of the SAHPA as directed by the SAHPA COM - this is a non-voting position.
- 5.5 The treasurer shall be responsible for the administration of the financial affairs of the SAHPA – this is a non-voting position.
 - 5.5.1 Any question regarding the details in the accounts so presented shall be sent to the treasurer seven days prior to the annual general meeting to provide a timely and accurate explanation to the given question.
- 5.6 The auditor shall audit the accounts of the association annually and shall give an accurate review in writing of the financial status of the association prior to the annual general meeting.
 - 5.6.1 The auditor’s report shall be provided to members with the agenda for the annual general meeting
- 5.7 Five electorate committee members shall be elected by the membership from electorates defined by the COM of the day.
 - 5.7.1 The electorate committee members shall each represent one of the five electorates.
 - 5.7.2 The five electorate committee persons are responsible for the transfer of information from clubs and individuals in their electorate to the SAHPA COM and vice versa. In committee these committee persons shall make decisions on behalf of their membership and the SAHPA. The committee persons are each allowed one vote in the COM.
 - 5.7.3 When there is only one nomination, the nominee shall be confirmed or otherwise by the SAHPA COM.
 - 5.7.4 When there are two or more nominations as a representative for an electorate, notice of those persons nominated shall be given to each member of the electorate, with the notice advising the manner and closing date for voting. The notice will advise members that - the voting slip may only be returned by normal post to the General Secretary at 10 Boulderstone Road, Gepps Cross, OR by personally handing to the Gen Secretary, OR by email direct from the members personal email address. This rule to be read in conjunction with constitution rule 6.2.1 (d) and 6.2.8 requiring nominations for COM vacancies to be lodged by 31st January prior to the forthcoming AGM.
 - 5.7.5 In the event of a tied vote, the chairperson shall have the casting vote.
 - 5.7.6 In all instances voting slips must be with the General Secretary 7 days before the AGM.
- 5.8 The clock chairperson is responsible for ensuring SAHPA members comply with SAHPA Rule 3 - Clock Bylaw rules. The clock chairperson may attend SAHPA COM meetings – this is a non-voting position.
- 5.9 The ring secretary is responsible for efficient and orderly compilation of the SAHPA ring register, collection of information on lost and or strayed race birds, and notification of owners of traced race birds.
- 5.10 The SAHPA COM is responsible for ensuring SAHPA members comply with the SAHPA constitution, all bylaw rules and any changes to rules as determined by the

SAHPA COM from time to time. In addition, the SAHPA COM is responsible for compliance with SA Health and Safety protocols for staff and members.

- 5.10.1 The SAHPA COM is responsible to ensure that SAHPA bylaw rules are in compliance with Australian and South Australian animal welfare requirements.
- 5.11 Drivers are responsible for the safe operation of the vehicles they are required to operate. They are responsible (through the COM) for any repairs and maintenance required for safe and efficient operation. Drivers may assist with dock loading as directed by the dock loader.
- 5.12 Liberators are responsible for the safety and wellbeing of any race pigeons in their care from the time of departure at SAHPA HQ to time of race release at the race point. The liberator(s) shall liaise with race release panel to ensure a safe time of release.
- 5.13 Dock loader(s) are responsible for the safe and efficient loading of race pigeon crates from the loading dock into the race transport vehicle(s). This may include the transfer of pigeons from some crates to other crates for best use of load space.
- 5.14 The race release panel is responsible for the safe release of race pigeons at the race point. They shall review weather forecasts leading up to anticipated race release time, and give timely advice to
- 5.14.1 The liberator as to race release time or race holdover or to cancel the race. For a race holdover or race cancellation, the chairperson of the race release panel shall liaise and discuss race release issues with the SAHPA COM.
- 5.14.2 SAHPA members via the SAHPA website forum.
- 5.15 Cleaners are responsible for the safe and efficient cleaning as directed
- (a) SAHPA HQ – admin office, main hall, and toilet block.
 - (b) Transport vehicles – the race bird transport sections.

6 Infringement of Rules

- 6.1 Should any member of the association commit a breach of the rules of the constitution and or any of the associated bylaw rules the COM shall review the breach of rule(s) with the relevant club and member(s) and shall determine the penalty for that breach or rule(s).
- 6.2 The COM shall have power to summon before it any member of any associated club to give evidence and/or to produce documents in any matter before the Committee of Management in accordance with these rules and regulations.
- 6.3 The form of inquiry or proceedings conducted by the COM and the way evidence or statements are given to the COM shall be at the absolute and clear discretion of the COM.
- 6.4 All disqualifications or suspensions endorsed by the COM pursuant to these rules shall be notified in writing to associated clubs by the general secretary. Any disqualifications or suspensions endorsed by the COM shall be observed and acted upon in all things by such associated clubs.
- 6.5 Non-Payment of Fees Should any member of the association fail to pay his or her subscription or other dues or any part thereof when the same shall be due and payable the member shall be deemed unfinancial and be suspended from all SAHPA sponsored activity. See Cl 4.4 above for termination of membership

- 6.6 The decision of the COM upon any question of admission to membership and expulsion from membership of the association shall be final and conclusive.
- 6.7 Reporting - Lost or Strayed Birds Members are responsible for reporting lost or strayed birds when aware of such situations. Reports are to be made to the SAHPA Ring Secretary either by phone, text email or website.
 - 6.7.1 Members shall comply with the stray bird management provisions of the SAHPA Rule #4 Code of Practice. Any breach shall be dealt with by the SAHPA COM.
- 6.8 Membership – non-acceptance by clubs
 - 6.8.1 Clubs may choose not to accept an ‘application membership’ to that club
 - 6.8.2 The COM may, at its absolute discretion, hear and decide upon the appeal of any applicant for membership against the club’s decision if notice of such appeal and the grounds thereof be sent in writing to the general secretary within fourteen days of the applicant member receiving notice of the decision of their club.
 - 6.8.3. Any decision by the COM in relation to membership shall be final.

7 Meetings – Standing Orders

- 7.1 Every member when about to speak shall rise and address the chairperson respectfully, and to conduct him or herself in a respectable manner towards the meeting. No member shall be allowed to interrupt the speaker, except through the chairperson, and in explanation of a point of order
- 7.2 No member shall be allowed to speak more than once on any subject, for no longer than five minutes (except with the consent of the meeting). Any member who has spoken on a motion shall not be deemed in order if speaking on any amendment - except the mover of the motion. The mover of the motion shall be called on by the chairperson to reply after the debate has closed, and no other member shall speak afterwards on the same motion.
- 7.3 Not more than two members shall speak in succession, either for or against any motion or amendment, and if, at the conclusion of the second speaker’s remarks, no member rises to speak on the other side, the question shall be put to the meeting after the mover has replied.
- 7.4 The time for discussing any matter shall not exceed twenty (20) minutes, unless an extension of time has been agreed upon by a two-thirds majority of the members present, and the time for such extension must be stated.
- 7.5 On any member rising to a point of order during the debate, the speaker shall resume his/her seat, and the person so rising shall state his/her point concisely. The chairperson shall rule thereon with the chairperson’s ruling being final, unless challenged by a formal motion submitted to the meeting.
- 7.6 Should any member disagree with the ruling of the chairperson, he/she will at once challenge the same, and on this action being taken, the chairperson shall vacate the chair, and the question put to the meeting without discussion - it shall require a two-thirds majority to have the ruling disagreed with.
- 7.7 The chairperson may speak for or against any motion or amendment. In the event of the votes on any subject being equal, the chairperson shall have a casting vote only, but not otherwise. The chairperson shall decide on all points of order.

- 7.8 All notices of motion shall be in writing and shall take precedence over all other new business if not part of the meeting agenda (the annual general meeting has notices of motion as an agenda item).
- 7.9 On the adoption of any amendment, such amendment shall become the motion.
- 7.10 No motion or amendment shall be entertained or discussed until it has been seconded, and one amendment only shall be before the meeting at one time.
- 7.11 Should a member desire to move a further amendment he/she shall give notice of and indicate it before the vote is taken on the original motion. A motion or amendment becomes the property of the meeting and can only be withdrawn by a vote of two-thirds of the members present.
- 7.12 Minutes shall be rescinded by a two-thirds majority of the members present – for example MOM by COM may be rescinded at a special general meeting).
- 7.13 Decision(s) arrived at by a ballot shall only be rescinded by ballot.
- 7.14 In the event of a motion to rescind a rule or a minute being defeated the said rule or minute will remain effective up to the date of the next annual general meeting.
- 7.15 A minute shall remain effective until its purpose has been fulfilled or for no longer than twelve (12) calendar months.
- 7.16 The standing orders may be suspended in the following manner only:
 - 7.16.1 By two-thirds of the members present at any meeting being in favour of said suspension, and the time of such suspension must be stated.

8 Current Standing Orders

- 8.1 Capital Expenditure limit
 - 8.1.1 The current limit for capital expenditure by the SAHPA COM is \$10,000 for any item or plan.
 - 8.1.2 Members of the association at the AGM or a SGM may allow additional expenditure over the \$10,000 amount following relevant discussion.
- 8.2 Invitation or requirement to attend SAHPA COM meetings
 - 8.2.1 The SAHPA COM may at its sole discretion invite or require any person(s) to attend meetings of the SAHPA COM.

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