



## 4.2 Pedigree Register Administration Rules

### 1.0 Introduction

These Rules govern and specify how the Regulations of the BAS Pedigree Register are to be maintained and the procedure to be followed in implementing any proposed changes to those regulations.

The Regulations of the BAS Pedigree Register are contained in the BAS document 'BAS Pedigree Register Regulations'.

The Regulations of the BAS Pedigree Register may be amended, added to or deleted by resolution of the BAS Board subject to approval by the membership. The process by which approval shall be confirmed shall be dependent upon the nature of the Registry regulation(s) that are proposed to be changed.

For the purposes of these Rules there are two categories of Regulations within the Registry Regulations:

- Fundamental Issues
- Normal Issues

### 2.0 Procedure

2.1 Any proposal to change, amend or delete any of the BAS Pedigree Registry Regulations must first be made by Resolution of the BAS Board.

2.2 Changes may only be accepted or incorporated under the following conditions:

2.2.1 Any proposed amendment to the register regulations which concern or impact upon fundamental registry rules as defined in Section 3 of this document must be referred to either an EGM convened for the purpose or proposed at a BAS AGM. Under these conditions the proposed resolution shall be determined according to the procedure defined in Section 4. Proposals may also be proposed at a BAS AGM subject to formal notification of the members.

2.2.2 All other proposals to add, amend or delete registry regulations will be designated 'Normal' and must be notified to all voting members, identifying the details of the proposed change, the reason for the proposed change and any known implication arising from the proposed change.

If objection to the proposed regulation change is received by the Society at its designated Office from fewer than 5% of the valid voting membership within 21 days of the notification to members then the proposed changes shall come into effect.

If objection is received by 5% or more of the voting membership within 21 days of notification of the proposal then the BAS Board shall either withdraw the proposal or arrange for an EGM to be convened to discuss and approve the proposal. If the proposal is passed by Ordinary Resolution by a straight majority of those voting at a BAS EGM or BAS AGM the proposal shall be passed. Otherwise the proposal shall not be accepted and the proposed changes shall not be incorporated into the Registry Regulations.

2.3 Exceptions

The following shall not be required to be notified to the membership for approval in any way although notice of any amendments shall be maintained in the Change Log supplemental to the rules.

- Any Appendices that provide information supplemental to the rules.
- Suppliers and administrators notified in the Rules.
- Formats of data used in the implementation of rules.
- Procedures operated by the Registry in fulfilling and applying the rules.



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- The scale of charges set for any of the Registry services or of any charges set by suppliers of tags and microchips.
- Formatting, layout, spelling etc. that does not impact upon the interpretation or meaning of any of the register regulations.

### 3.0 Fundamental Issues

All proposed rule changes to either the BAS UK Pedigree Register or the BAS EU Directory that affect, impact, add, amend or delete either directly or indirectly upon any issues relating to the following items shall be considered 'Fundamental Issues' and require formal consultation with the members and approval by at least 66% of members voting:

- 3.1 The Scope of the register (BAS UK Register and the BAS EU Directory) or anything that expands or limits the scope of the registers.
- 3.2 Criteria or requirements affecting the eligibility of alpacas to be registered (BAS UK Register and the BAS EU Directory)
- 3.3 Categories of registration (BAS UK Register and the BAS EU Directory)
- 3.4 Changes to amend recognition of other alpaca registries and transfers between other overseas registries (including the BAS EU directory).
- 3.5 The sale or transfer of the BAS Register and/or EU Directory to any third party (but not the contracted management of the administration of the registers)
- 3.6 The closure of the registry to import registrations
- 3.7 In particular any amendments, additions or deletions of the following Registry Regulations:
  - 1.0 Definitions – Any changes to definitions that have any impact or affect in anyway the interpretation of any of the Registry Rules.
    - 1.1 Scope of the Register
    - 1.2 The BAS Pedigree Register
    - 1.3 Registration Categories
  - 2.0 Eligibility for Registration
    - 2.1 Foundation Stock
    - 2.2 Registered – offspring of two pedigree alpacas
    - 2.3 Registered – offspring of A-Grade Female
    - 2.4 Import – Alpaca Imported to the UK
    - 2.5 Other Cria Born within the UK
    - 2.6 Amnesty Registration
  - 13.1 Scope of BAS European Directory
  - 13.2 Eligibility Criteria

### 4.0 Normal Issues

All other proposed changes that are not categorised as 'Fundamental Issues' shall be considered as 'Normal Issues'.

### 5.0 Procedure for Approving Changes to Regulations Categorised as 'Fundamental'

- 5.1 Proposed changes to regulations that are considered 'Fundamental issues' as identified within Section 3 of these rules must be notified to the membership and proposed as a resolution for



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consideration at a BAS General meeting. The proposal shall itemise the proposed changes, detail the reason for the change and explain any known implications of the change.

If the resolution to change the Registry Regulations is passed by a majority of 66% or more of eligible members voting then the proposed changes shall be implemented.

If the resolution is not passed the changes shall not be implemented.

If the resolution is passed by a majority insufficient to accept the proposed changes (more than 50% but less than 66%) the Board may either withdraw the proposal or call for a ballot of the membership to be conducted according to the procedure described in Para. 5.2.

If the Board does not declare its intention to call a ballot, the members present at the meeting may vote to request the Board conduct a ballot.

If a decision is made to conduct a ballot of the membership at the meeting the members shall appoint an individual member to act as the Opponent to the proposal.

### 5.2 Conduct of Ballot to Resolve Fundamental Registry Changes

The BAS Board shall notify all voting members by post of the proposal.

The BAS and the appointed Opponent to the resolution shall each be entitled to send notice (of less than 1,000 words) to the members in support of or against the resolution together with a ballot paper. Both notices may also be displayed on the BAS website members section. The costs of the Opponent's notice shall be borne by the Society. Proxy voting shall not be permitted.

The Ballot shall be called for a date six weeks from the time the notice is sent to the membership.

The result of the proposed changes shall be determined by a straight majority of valid votes received at the designated BAS Office. The result shall be sent to all members within two weeks of the declaration, either by way of email and or post.

## 6.0 Change Record

The current Registry Regulations shall be available to any member upon request and shall be made available for inspection and published on the BAS website.

The Registry Regulations shall maintain a change log of all changes, amendments, additions and deletions that shall provide a complete history of the regulations in force at any time.

The Change log shall maintain a record of each and every alteration to include the following:

- Regulation Number amended
- Detail of the change/deletion or addition
- Reason for the change
- Date at which the change became effective
- Means by which the change was enacted or approved.

The change log shall form a part of the register regulations and be available for inspection by the members at all times.

## 7.0 Amendments to These Rules

Amendments to the rules contained within this document may only be made through the passing of a Special Resolution at a BAS AGM or EGM.