



5.2 Import Screening Administration Rules

1.0 Introduction

These Rules govern and specify how the Regulations and Protocols of the BAS Import Screening Manual and Contracts are to be maintained and the procedure to be followed in implementing any proposed changes to those regulations or requirements.

The details of BAS Import Screening procedures and conditions pertaining to BAS screening is contained in the BAS document 'BAS Import Screening Manual & Regulations'. Changes to the BAS Import Screening Manual and Regulations 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 changes that are proposed to be changed.

For the purposes of these Rules there are two categories of Regulations within the Import Screening Manual document:

- Fundamental Issues
- Normal Issues

2.0 Procedure

2.1 Any proposal to change, amend or delete any part of the BAS Import Screening Manual and 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 Import Screening Manual and Regulations document which concern or impact upon fundamental issues as defined in Section 3 of this document must be referred to either an EGM convened for the purpose or properly notified and proposed at a BAS AGM. Under these conditions the proposed resolution shall be determined according to the procedure defined in Section 5.

2.2.2. All other proposals to add, amend or delete any part of the Import Screening Manual and 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 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 a straight majority of those voting at a BAS General Meeting the proposal shall be passed. Otherwise the proposal shall not be accepted and the proposed changes shall not be incorporated into the BAS Screening Manual and 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.

- Suppliers and administrators notified in the Regulations.
- Formats of data used in the implementation of rules.
- Any changes that arise directly from changes to the BAS Registry Regulations or any part that is a required change to incorporate registry rule changes or any changes arising as a result of Registration Regulations.
- Any charges, fees or expenses specified as part of a contract or specified within the Import Screening requirements.
- Formatting, layout, spelling, etc, that does not impact upon the interpretation or meaning of any of the register regulations.
- Any part of the BAS screening contract that is the result of a legal requirement.



5.2 Import Screening Administration Rules

3.0 Fundamental Issues

All proposed changes to the Import Screening Manual and Regulations 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 Any changes that affect the standards employed in the screening process including veterinary, phenotype and fibre analysis criteria.
- 3.2 Adoption of any other screening standards for any other category of alpaca.
- 3.3 Any changes that affect the pass mark or conditions of pass or failure of alpacas subjected to the screening assessment.
- 3.4 Any changes that affect geographical locations of where alpacas must be screened.
- 3.5 Any changes that would permit any alpaca to pass the screening process and be admitted to the registry as a pedigree alpaca by any means other than by fulfilling all of the screening requirements and conditions of screening.
- 3.6 Any changes that would permit any alpaca to pass the screening process and be admitted to the registry as a pedigree alpaca by any means other than through assessment conducted by the BAS through entering into a contract for screening services with the Society.

4.0 Normal Issues

All other proposed changes that are not categorized 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 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 Import Screening Manual and 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 Changes

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

The BAS Board 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.

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



5.2 Import Screening Administration Rules

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 Import Screening Manual and Regulations shall be available to any member upon request and shall be made available for inspection and published on the BAS website.

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

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

- Item 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 Import Screening Manual 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.