



# **The Northern Ireland Alpaca Group**

## **A Regional Group of the British Alpaca Society**

### **Constitution**

#### **Name**

The group shall be known as 'The Northern Ireland Alpaca Group', which can be styled 'NI Alpaca Group' and 'NIAG'. In this constitution, NIAG will be referred to as 'the Group'.

#### **Aims**

The aims of the Group are:

- To promote a collegial approach and foster mutual support among members.
- To build the capacity of those keeping and/or breeding alpacas in Northern Ireland, and of those wishing to keep and/or breed alpacas in Northern Ireland.
- To champion the welfare of alpacas and the advancement of education to their owners and enthusiasts in Northern Ireland.
- To contribute to the growth and sustainability of the alpaca industry in Northern Ireland while upholding the reputation, ethos and integrity of the group.

#### **Affiliations**

The Group shall be affiliated to the British Alpaca Society, as the BAS Regional Group for Northern Ireland.

#### **Logo**

The logo of the Group is the sole property of the NI Alpaca Group and may only be used with the written permission of the Committee. Permission will only be granted where its use supports the aims of the Group.

The logo may not be changed in any way other than by agreement of the Committee.

## **Membership**

The Group will have a membership. Membership is open to anyone that supports the aims of the Group and is aged 18 years old and over. This includes those who are and those who are not members of the British Alpaca Society, and those who currently keep alpacas, those with an interest in keeping alpacas and those with a general interest in alpacas.

Anyone wishing to become a member must submit a completed *Membership Form* to the Chair or Secretary. See Appendix A.

There are three forms of membership:

1. Individual (one individual person)
2. Herd (a number of individual persons representing one registered herd of alpacas)
3. Other - alpaca enthusiasts, alpaca related business or other (a number of individual persons resident at one address)

In the case of Herd and Other membership, one individual must be nominated as the 'Named Member', with all others considered 'Additional Members'. All additional members listed on the Membership Form may attend meetings and activities of the Group as equal members, however only the Named Member has the authority to cast a vote, where applicable, or to seek election to the NIAG Committee. The individual nominated as Named Member can be changed at any point by informing the Chair.

No more than one 'Individual' member will be accepted from any one herd or Other, as defined above. Where two or more individuals representing that herd or Other request membership, 'Herd' or 'Other' membership must be selected.

Upon confirmation of membership, each member must pay an annual membership fee, which will be set by the Group at the AGM. The fee shall be the same for each type of membership. The membership year runs from 1 April to 31 March. Annual membership fees must be paid on or before 14 April each year or by the date of the AGM, whichever is sooner.

Anyone joining the Group during the membership year will be liable to pay a membership fee for the current year, based on the following structure:

- 1 April – 30 June – Full Fee
- 1 July – 30 September – 25% reduction in fee
- 1 October – 31 December – 50% reduction in fee
- 1 January – 31 March – 75% reduction in fee

It is a condition of membership that all individuals are bound by the provisions of this constitution, any associated rules, including those that may be agreed by the Group at any date, and by any and all rules and Codes of Conduct of the British Alpaca Society. (See Appendix B) All members are expected to promote membership of the Group as appropriate, particularly when selling alpacas to new keepers.

Members may reference their membership of the Group in any publications or material regarding their own herd but must not make any public statements on behalf of the Group without prior agreement from the Committee.

All member details, including personal details, will be held by the Committee in compliance with relevant data protection legislation and regulations.

Members may resign their membership from the Group at any time. To do this the member must submit written confirmation of their resignation to the Chair, this can be via email. Where a member resigns their membership, no refund of fees will be made.

Where a member has acted against the rules and/or ethos of the Group or the British Alpaca Society, and/or where the continued membership of the individual/herd/Other is not in the best interests of the Group, membership may be withdrawn. The process for this action is detailed the *Dispute Procedure – Membership* document. (See Appendix C).

The committee has the right to refuse membership.

### **Officers and Committee**

The Group shall be managed by a Committee of no fewer than four and no more than six Officers, elected at the Annual General Meeting.

The Committee shall be made up of at least the following Officers:

1. Chair
2. Secretary
3. Treasurer
4. Show Secretary

To be eligible for election to a post, the candidate must be an Individual Member of the Group, or the Named Member of a Herd or Other Member of the Group. Officers shall be elected, by way of simple vote, at an Annual General Meeting (AGM) of the Group and will hold office for a period of 2 years. There is no limit to the number of terms any individual may serve. In the case of a Casual Vacancy a replacement can be co-opted by the remaining members of the Committee for the remainder of that term of office.

### **The Chair shall:**

- Serve as the primary point of contact for the Group
- Chair meetings of the Group and the Committee
- Oversee the smooth operation of the Group
- Prepare an annual report and present this to the AGM
- Be responsible for all external and public communications for the Group
- Represent the Group at national, regional or local events or forums as applicable
- Be a signatory on the bank mandate

**The Treasurer shall:**

- Maintain records of the Group's financial activity
- Prepare an annual statement of accounts and present this to the AGM
- Be a signatory on the bank mandate
- Pay any invoices due and keep a record of this
- Maintain an inventory of all non-cash assets held by the Group
- Identify and seek to exploit any additional sources of funding for the Group

**The Secretary shall:**

- Maintain a full and accurate membership roll
- Take an accurate and complete note of all Group and Committee meetings and make these available to the members (where applicable).
- Have primary responsibility for the maintenance of the NIAG website, Facebook and public email communication

**The Show Secretary shall:**

- Coordinate an annual judged halter show, including liaising with host show, judge and others, as applicable
- Maintain a full list of local agricultural and other appropriate shows within Northern Ireland and promote inclusion of NIAG, in either judged or exhibition format, as appropriate

Any item above may be delegated to any other member with the express agreement of both parties.

Any position may, with the agreement of Members at the AGM, be filled by two members simultaneously. In such cases, each individual will be deemed a full voting member of the Committee. No more than two positions may be filled in such a way at any time, to ensure the total number of Committee Members does not exceed six.

Where it deems it necessary, the Committee may co-opt an Ordinary Member to support the operations of the Committee, provided the total number of Committee members does not exceed six.

The Committee will direct the activities of the Group, making decisions on behalf of the group as required. The Committee will meet no fewer than twice per calendar year, this can be online if required. Agreement on decisions will be by consensus, where possible. Where there is dissent, a simple vote will take place. In the event of a tie, the Chair has the casting vote.

The Committee reserves the exclusive authority to authorise expenditure up to 75% of the current balance of the Group's cash assets, up to a maximum of £1500 over the course of one financial year. The Committee shall not delegate this power to any one member. Expenditure in excess of this must be approved by the Membership.

Any Officer may resign at any point by submitting written notice thereof to the Chair. Such resignation shall take effect at the time specified in the notice therefore or, in the absence of a specified time, upon receipt of the notice.

An Officer will cease to hold their role if they resign or are removed as a member of the Group.

An Officer may be removed from office by a vote of the Membership. The process for this action is detailed in the *Confidence in Officers* document. (See Appendix D)

The Committee as a whole may be removed from office by a vote of the Membership. The process for this action is detailed in the *Confidence in the Committee* document. (See Appendix E)

### **Annual General Meeting**

The Annual General Meeting of the Group will be held annually, usually during the month of April (where possible).

Notice of this meeting will be sent to members not less than 21 calendar days before the meeting is scheduled to take place. Any member may request an item is included in the agenda up to 14 calendar days before the meeting. The agenda will be sent to members not less than 7 calendar days before the meeting is scheduled to take place.

There must be at least 6 members present for there to be quorum.

All members may attend and speak at the AGM of the Group. Any other person may be invited to attend with the agreement of the Chair. In the situation where a virtual meeting is necessary or required only identifiable persons may attend for voting and privacy reasons.

The Committee will present the annual report and financial statement at the AGM.

The Membership will agree the annual membership fee for the following membership year at the AGM.

Agreement on decisions will be by consensus, where possible. Where there is dissent a simple vote of members, by show of hands, will take place. Where requested by three or more members, the vote will be carried out by secret ballot. Only Individual Members and Named Members may vote. In an event of a tie, the Chair has the casting vote.

### **General Meetings**

Where the Committee deems it necessary, a General Meeting of the Group may be called at any time. A General Meeting must also be called where written request for such a meeting is received from at least six members.

Notice of this meeting will be sent to members not less than 21 calendar days before the meeting is scheduled to take place. Any member may request an item is included in the agenda up to 14 calendar

days before the meeting. The agenda will be sent to members not less than 7 calendar days before the meeting is scheduled to take place.

There must be at least 6 members present for there to be quorum.

All members may attend and speak at the meeting. Any other person with business pertinent to the agenda of the meeting may be invited to attend with the agreement of the Chair.

Agreement on decisions will be by consensus, where possible. Where there is dissent a simple vote of members, by show of hands, will take place. Where requested by three or more members, the vote will be carried out by secret ballot. Only Individual Members and Named Members may vote. In an event of a tie, the Chair has the casting vote.

### **Activities**

The Group shall organise and deliver activities where it deems them to be in furtherance of the stated aims. Where the Group organises an event, it shall be the responsibility of the Committee, and any co-opted members, to ensure the full delivery of the event.

A member of the Group may propose to organise and deliver an activity or event in association with the Group. In this case, the organising party will be the member. Any such proposal should be made to the Chair, outlining full details of the activity, demonstrating how the activity will further the aims of NIAG, expectations of NIAG involvement and support, and setting out the benefits of the activity for NIAG and its members. Where approved, the Committee will provide support where appropriate and the Chair will have an overseeing function to ensure the activity is delivered to support the stated aims of the group. As a minimum, events delivered in association with NIAG will provide additional benefit to members (e.g. reduced fees for participation) and will actively promote NIAG and membership thereof as part of the activity. Where an event or activity is run by a member in association with NIAG, all publicity materials relating to this event must reference the association with the Group.

The Group may, as a whole or through its members, participate in activities or events organised by a third party. Where such participation is as a whole, all members will have equal opportunity to participate. In all cases, members may use any activities or events to promote their own herds, however NIAG branding must be in place.

Members of the Group may use the Tent/Tents for any events in association with NIAG.

### **Communication & Publications**

Communications between the Committee and the Membership will be managed by the Chair. This may be delegated to another member of the Committee at any time.

Any member wishing to circulate information to the Membership should submit such a request to the Chair. Only information relevant to the Group and its stated aims will generally be allowed.

All official communication will be by email.

The Group will maintain a public website ([www.alpacani.org](http://www.alpacani.org)) This website will be managed by the Committee. Use of this page will be governed by the *NIAG Website Guidelines*. (See Appendix F)

The Group will maintain a public Instagram & Facebook page. These pages will be managed by the Committee. Use of this page will be governed by the *NIAG Social Media Guidelines*. (See Appendix G)

The Group may publish promotional or information documents as it sees fit. All such publications will remain the property of NIAG.

Only the Chair has the authority to make public statements to the media on behalf of the Group where he/she is satisfied it reflects the consensus of the Group. This authority may be delegated by the Chair to another Officer or member as appropriate. Members may make reference to the Group and their membership thereof in any public statements but must not provide statement on behalf of the Group. Any statements made to the media by members regarding NIAG or alpacas must be noted to the Secretary at the earliest opportunity.

### **Money and Property**

Money and property of the Group will only be used to further the aims of the Group.

Accounts of the Group will be maintained by the Treasurer. A statement of accounts will be presented to the AGM each year.

All cash assets will be held in the Group's bank account or Paypal account (which will then be sent to the Danske Account). The bank account will be a 'Society Account' with Danske Bank.

The Committee reserves the exclusive authority to authorise expenditure up to 75% of the current balance of the Group's cash assets, up to a maximum of £1500 over the course of one financial year. The Committee shall not delegate this power to any other member. Expenditure in excess of this must be approved by the Membership.

Separate to this is the costs for the annual Show. This is a pre-agreed cost so long as the Show is profitable. Costs/profits for this event will be discussed at each AGM and recorded in the AGM notes. If the Show is not profitable it will be a discussed at the AGM ways to raise funds at/for the Show or the viability of continuing to hold the Show.

Committee members cannot receive money or property from the Group, except to refund reasonable expenses or with the agreement of the Membership by a majority vote at the AGM or other General Meeting.

An inventory of all non-cash assets of the Group will be maintained by the Treasurer. With the exception of perpetual cups, trophies and awards, these may be used, free-of-charge, by any member of the Group, provided such use is for the promotion of the aims of the Group. All such use must be undertaken with the agreement of the Committee.

## **Winding Up**

If the Committee considers it necessary to wind up the Group it must call an Extraordinary General Meeting where the Membership will take the decision.

Notice of the meeting will be sent to members not less than 21 calendar days before the meeting is scheduled to take place, noting the proposal to wind up the Group. At this time notice of the proposal to wind up the Group will also be sent to the British Alpaca Society.

There must be at least two-thirds of the current members present for there to be quorum.

All members may attend and speak at the meeting. Any other person with business pertinent to the proposal may be invited to attend with the agreement of the Chair.

A vote on the proposal, by way of a secret ballot, will take place. Only Individual Members and Named Members may vote. To be successful, the proposal must be supported by at least three-quarters of members voting.

Where the Group is wound up all remaining assets will be disposed of by the Committee. In the first instance, the Committee will dispose of the non-cash assets, as follows:

### Non-Cash Assets:

- Any perpetual cups, trophies or other awards will become the property of the current holder.
- Any other assets of value will be offered for sale to the membership. Each item, as detailed on the register of non-cash assets, will be auctioned to the highest bidder. All monies received will become cash assets.
- Any other assets will be disposed of at the Group's expense.

Once all non-cash assets have been disposed of, all debts and liabilities of the Group must be discharged prior to any distribution of remaining funds. Once all debts and liabilities of the Group have been discharged, the Committee will dispose of the remaining cash assets, as follows:

### Cash Assets:

- Where there is sufficient cash, members will be refunded their annual membership fee for the current membership year. Any remaining cash assets will be donated to the British Alpaca Society.
- Where this is insufficient cash for members to receive a full refund of their annual membership fee for the current membership year, the remaining cash will be divided equally between members.

The Committee will delete the NIAG website and the NIAG Facebook & Instagram Page.

The NIAG logo will become the property of the British Alpaca Society, to be made available to any future regional group formed in Northern Ireland.

### **Constitution and Amendments**

The Constitution of the Group may be amended by the committee.

A copy of this Constitution shall be available at all General Meetings of the Society and published on the NIAG website.

<b>Created / Updated by</b>	<b>Date</b>	
Lee Kane	April 2019	
Lesley Faulkner	April 2025	General updates
Lesley Faulkner	March 2026	Updates as required
Lesley Faulkner	May 2026	Change of third membership option from family to other

***Chair – Lesley Faulkner***

***Treasurer – Carole Gribben***

***Secretary – Claire Graham***

***Show Secretary – Roger Clarke***

***Changes to the committee members do not require an updated Constitution. Current committee members will be displayed on the website; <https://alpacani.org/contact>***

## **Appendices**

*These Appendices form part of the Constitution and Rules of the Northern Ireland Alpaca Group, as referenced in the Constitution.*

<b><i>Appendix A</i></b>	<b><i>Membership Form</i></b>
<b><i>Appendix B</i></b>	<b><i>BAS Code of Conduct</i></b>
<b><i>Appendix C</i></b>	<b><i>Dispute Procedure – Membership</i></b>
<b><i>Appendix D</i></b>	<b><i>Confidence in Officers</i></b>
<b><i>Appendix E</i></b>	<b><i>Confidence in the Committee</i></b>
<b><i>Appendix F</i></b>	<b><i>NIAG Website Guidelines</i></b>
<b><i>Appendix G</i></b>	<b><i>NIAG Social Media Guidelines</i></b>

**APPENDIX A - Membership Form**

**Northern Ireland Alpaca Group**

**MEMBERSHIP FORM**

Thank you for your interest in joining the Northern Ireland Alpaca Group (NIAG). Please complete this form, indicating which information you give consent to be displayed on the membership roll on the NIAG website ([www.alpacani.org](http://www.alpacani.org)).

Renewal is 31<sup>st</sup> March every year.

**Section 1 - Your Details**

<b>Your Name</b>	
<b>Full Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

**Section 2 - Herd Details**

Do you currently own alpacas?

Yes [ ]

No [ ] (skip to Section 3)

<b>Name of Herd</b>	
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Are you a member of the British Alpaca Society?

Yes [ ]

No [ ]

**Section 3 - Type of Membership**

<b>Type</b>	<b>Description</b>	<b>Please tick</b>
Individual	One individual person	
Herd	A group of people representing one herd of alpacas	
Other	A group of people without alpaca residing at the same address	

If you have selected Herd or Other Membership, please complete the table below providing the names of up to five additional individuals to be included in the membership. Where individuals wish to receive emails from NIAG, please provide their email address.

	Name	Email Address
Named Member		
Additional Member		
Additional Member		
Additional Member		
Additional Member		
Additional Member		

*Please note- all members must be aged 18 years old or over. Only the Named Member can vote on NIAG matters or hold a position on the NIAG Committee.*

## Section 4 – Website Listing

NIAG maintains a public list of members on its website, [www.alpacani.org](http://www.alpacani.org). Please complete the form below, providing only the information you wish to have included in your online listing.

Name of Herd	
Contact Name	
Location (or address)	
Telephone	
Email Address	
Website	
Facebook Page	
Instagram Account	
Twitter Account	
Other Information	
<p><i>Please note that anyone wishing to be included in this online directory must be prepared to offer information and advice on keeping alpacas to prospective new alpaca owners, with no obligation on these prospective new owners to purchase.</i></p>	

In accepting membership you agree to be bound by the provisions of the NIAG constitution. Membership will be confirmed upon receipt of annual membership fee.

All information supplied on this form will be held by the NIAG Committee for the duration of membership and for a period of one year following any lapse of membership. Information may be shared with the British Alpaca Society, but will not be shared with any other agency without prior consent.

*Please return this form to [secret@alpacani.org](mailto:secret@alpacani.org)*

## **Fees**

The Membership Fee for each year is £50 from 1<sup>st</sup> April to 31<sup>st</sup> March the following year.

**Membership is free for new members for the first year up until 31<sup>st</sup> March.**

If you have any doubts about the fee applicable, please contact [treasurer@alpacani.org](mailto:treasurer@alpacani.org)

Payment can be made online, via bank transfer, to:

Account Name	Northern Ireland Alpaca Group
Sort Code	95-06-79
Account Number	40306983
<b>Bank</b>	<b>Danske</b>

Alternatively, payment can be made by PayPal to: @AlpacaGroup or using the email address [chair@alpacani.org](mailto:chair@alpacani.org)

## **APPENDIX B – BAS Code of Conduct for the Sale of Alpacas**

Members of the British Alpaca Society agree to undertake and abide by the following code of conduct when offering alpacas for sale.

All persons wishing to advertise alpacas for sale in *Alpaca* magazine or on the Society website must be current members of the British Alpaca Society and have signed this Code of Conduct for the sale of alpacas.

**If you find that an alpaca breeder does not adhere to the above – move on for there are plenty of others that do.**

1. To ensure the proper well-being of the alpaca by advising the intended purchaser of the requirements laid down in the Guide to Welfare, to avoid selling alpacas which might be kept alone, and to ensure that adequate grazing is available to accommodate the increase in herd size if breeding animals are being purchased.
2. To advise on the long term commitment pertaining to alpaca ownership.
3. To declare any known faults in breeding ability, conformation, temperament and ancestry, where this relates to the intended purpose of the purchaser.
4. To offer after-sales help and advice whenever needed by the purchaser.
5. To provide the purchaser with proper records of date of birth, breeding history, medical history and last worming and vaccination dates. Also to provide the BAS registration certificate duly completed with change of ownership details.
6. To ensure the alpaca is in good health, with all routine husbandry completed.
7. To declare a female believed pregnant only when mating has been observed and subsequent putting back to a male does not result in further mating.
8. To declare a female confirmed pregnant only when supported by evidence of an ultrasound scan test, or a blood progesterone assay, or a current veterinary certificate of pregnancy.
9. Not knowingly to sell line bred, or inbred stock, or related male/female pairs without declaring them as such.
10. To ensure the animal you are buying is registered with the BAS.
11. To ensure that the animal you are buying is transferred to your ownership on the BAS registry
12. To recommend membership of the British Alpaca Society.
13. To be honest and truthful in all matters relating to the alpaca(s) being offered for sale.

### ***APPENDIX C – Dispute Procedure (Membership)***

Members of the NI Alpaca Group agree to be bound by the provisions of the constitution, any associated rules that may be agreed by the Group at any date, and by any and all rules and Codes of Conduct of the British Alpaca Society.

Where a member has acted against the rules, aims and/or ethos of the Group or the British Alpaca Society, and/or where the continued membership of the individual/herd/Other is not in the best interests of the Group, membership may be withdrawn. The process for this action is detailed below.

- Information or complaints received by the Group regarding the alleged misconduct of a member will be considered by the Committee.
- Where the Committee is satisfied the member has acted against the ethos of the Group or the British Alpaca Society and/or where the continued membership of the individual/herd/Other is not in the best interests of the Group, the Committee will suspend the membership of the individual/herd/Other.
- The Committee will write to the individual/herd/Other to confirm the suspension, detailing the reasons for this, and seek the resignation of that member within ten days of the date of the letter.
- If the individual/herd submits their resignation they will immediately cease to be a member of the NI Alpaca Group and will be prohibited from applying for membership individually/as a herd or Other.
- If, by the eleventh day following the date of the letter confirming the suspension, the member has not submitted their resignation, the Chair will call an Extraordinary General Meeting within 4 weeks. During this period no new members of the Group will be accepted.
- At this meeting the Committee will propose a motion that membership be withdrawn from the suspended member. The Committee will set out the reasons behind this proposal. The suspended member will have the right to state their case in opposition to this motion. Members present may seek clarification on any matters raised.
- Members present will then vote, by way of a secret ballot, on the motion to withdraw membership.
- The motion must receive the support of a clear majority to be carried. In the event of a tie the motion will be deemed to have been defeated as it did not achieve majority support.
  - Where the motion is approved, the individual/herd/Other in question will immediately cease to be a member of the NI Alpaca Group and will be prohibited from applying for membership in the future.
  - Where the motion is defeated, the suspension of individual/herd/Other in question will immediately be lifted and their membership will be reinstated.
- Where a member resigns their membership, or where membership is withdrawn from a member, no refund of fees will be made. The member's membership is withdrawn and will be prohibited from applying for membership individually/as a herd or Other.
- Where the individual in question is a member of the Committee, but not the Chair, the same process will apply. In such cases, the Chair will exclude the member from the Committee's consideration of any complaints or information regarding the alleged misconduct of the individual.

- Where the individual in question is the Chair, the same process will apply. In such cases, the Secretary will exclude the Chair from the Committee's consideration of any complaints or information regarding the alleged misconduct of the individual.
- Where the membership of a member of the Committee is withdrawn and they cease to be a member of the NI Alpaca Group, they will also cease to be a member of the Committee.

## **APPENDIX D – Confidence in Officers**

The NI Alpaca Group is managed by a Committee of Officers. Elected by the membership, these Officers are responsible for ensuring that Group is managed in such a way as to meet its aims. Each Officer is accountable to the Committee and to the membership as a whole.

A vote of no confidence in an individual in their position on the Committee may be brought about by motion proposed and seconded by two members.

Where the motion of no confidences relates to an Officer other than the Chair:

- A motion, as defined above, must be submitted in writing to the Chair.
- On receipt of such a motion, the Chair will inform the subject of the motion and give that Officer 7 days to consider their position.
  - If the Officer resigns their position another member will be co-opted by the Committee, in line with the Constitution, and the motion of no confidence will be rejected.
  - If the Officer does not resign their position, the Chair will proceed with the motion of no confidence.
- The Chair will call an Extraordinary General Meeting of the Group within 4 weeks. During this period no new members of the Group will be accepted.
- At this meeting the motion will be formally proposed and seconded by those members who submitted the motion. The subject of the motion will have the right to state their case in opposition to this motion. Members present may seek clarification on any matters raised.
- Members present will then vote, by way of a secret ballot, on the motion of no confidence.
- The motion must receive the support of a majority to be carried. In the event of a tie the motion will be deemed to have been defeated as it did not achieve majority support.
  - Where the motion is approved, the Officer will be removed from his/her post and the vacancy will be filled by way of an election at the same meeting. The removed Officer may not seek election to any committee position for a period of 3 years.
  - Where the motion is defeated, the Officer will continue in post for the remainder of their term and no further motion of no confidence can be brought for a period of 1 year.

Where the motion of no confidences relates to the Chair, the same process as laid out above will be followed, with the functions of the Chair being undertaken by the Secretary.

## ***APPENDIX E – Confidence in Committee***

The NI Alpaca Group is managed by a Committee of Officers. Elected by the membership, the Committee is responsible for ensuring that Group is managed in such a way as to meet its aims and is accountable to the membership as a whole.

A vote of no confidence in the Committee may be brought about by motion proposed and seconded by two members.

- A motion of no confidence, as defined above, must be submitted in writing to the Chair.
- On receipt of such a motion, the Chair will call a meeting of the Committee within 14 days.
- At this meeting the Committee will consider its position and decide to resign as a whole or to oppose the motion of no confidence.
  - If the Committee decides to resign, an Extraordinary General Meeting will be called to elect a new Committee, to complete the current term of office.
  - If the Committee decides to oppose the motion of no confidence, the Chair will proceed with the motion of no confidence.
- The Chair will call an Extraordinary General Meeting of the Group within 4 weeks. During this period no new members of the Group will be accepted.
- At this meeting, the first item will be to select a temporary Chair to conduct the meeting. The temporary Chair must not be a current Officer of the Committee or either the proposer or seconder of the motion of no confidence.
- The motion of no confidence will then be formally proposed and seconded by those members who submitted the motion. The Committee, as a whole, has the right to offer a reply to the motion. Members present may then speak on the motion or seek clarification on any issues.
- Members present will then vote, by way of a secret ballot, on the motion of no confidence.
- The motion must receive the support of a clear majority to be carried. In the event of a tie, the motion will be deemed to have been defeated as a majority of support has not been achieved.
  - Where the motion is approved, the Committee will be removed and an election held, in the same meeting, to elect a new Committee to complete the current term of office. No member of the removed Committee may seek election to any post for a period of 3 years.
  - Where the motion is defeated, the Committee will continue in post for the remainder of their term and no further motion of no confidence can be brought for a period of 1 year.

## **APPENDIX F - NIAG Website Guidelines**

The NI Alpaca Group shall publish and maintain one public website.

The URL of this website will be [www.alpacani.org](http://www.alpacani.org).

Hosting and structural maintenance of the website shall be the sole responsibility of the Committee.

The website structure shall be as follows:

- HOME
- ABOUT (information on NIAG, inc. Constitution and link to BAS website)
- Details on most recent show.
- ABOUT ALPACAS (general information on alpacas)
  - KEEPING ALPACAS (basic welfare information on keeping alpacas)
  - BUYING ALPACAS (guide for prospective owners on buying alpacas)
  - BREEDING ALPACAS (basic information on alpaca breeding)
- MEMBERSHIP (information on membership of NIAG)
  - NIAG MEMBERS (public directory of members)
  - JOIN NIAG (information on joining NIAG, inc Membership Form)
  - NIAG COMMITTEE (information about the NIAG Committee)
- ACTIVITIES (information on Group activities)
  - TRAINING (information on training events)
  - SOCIAL EVENTS (information on social events)
- SHOW RESULTS (information on previous annual shows)
- NEWS (archive of NIAG news stories)
- CONTACT (contact page for NIAG)

This structure may be amended by the Committee at any point, subject to need.

The Committee will maintain a directory of Members on the website, containing the information provided in Section 4 of the Membership Form. All members listed on this directory must be prepared to provide free information and advice to prospective alpaca owners with no obligation to buy alpacas from that member.

Any member may submit content for the website. The Committee will assess this content and take a decision on whether to publish it, based on the following considerations:

- Does the content promote NIAG?
- Does the content further the aims of NIAG?
- Does the content provide or promote gain for one individual member?

Where the Committee decides to publish the content, it will stipulate where within the website structure the content will be placed.

No advertising will be permitted on the website without the agreement of the Committee. Where the Committee offers advertising space on the website, space will only be offered to external companies and organisations.

This does not include any third-party advertising space sold by the website hosting company, over which NIAG has no control.

Any complaints or concerns in relation to the website should be raised with the Chair at the earliest opportunity. All steps will be taken to ensure any matters raised are resolved as quickly as possible.

All decision of the Committee regarding website structure, design and content will be final.

Any member who maintains a website for the promotion of their own herd is encouraged to provide a link to the NIAG website.

## **APPENDIX G - NIAG Social Media Guidelines**

The NI Alpaca Group shall maintain a presence on social media. This paper sets out the activities of the Group on such platforms.

NIAG will maintain a public page on Facebook and Instagram. The name of the Facebook & Instagram page shall be Northern Ireland Alpaca Group and the URL shall be <https://www.facebook.com/alpacani.org/> or [https://www.instagram.com/northern\\_ireland\\_alpaca\\_group/](https://www.instagram.com/northern_ireland_alpaca_group/)

All members of the Committee shall be made administrators of the page (at the Chairs discretion), via their personal Facebook accounts. All posts made by members of the Committee on behalf of the Group will appear as being made by the Group.

Posts will be made by the Group on this page on a range of issues regarding alpacas, including (but not limited to):

- Activities of the Group
- Meetings of the Group
- Information about alpacas
- Information about alpaca welfare
- Information regarding sponsorship received by the Group, where that sponsorship has been approved by the Committee
- Any other information in furtherance of the Group's aims

All members are encouraged to 'like' and 'share' posts through their own Facebook accounts.

No posts will be made by the Group on the page regarding:

- Activities of individual members, save where that activity is carried out in association with the Group
- Any advertising regarding individual members or their commercial activities
- Any advertising of alpacas for sale or available for stud
- Any 'wanted' advertising regarding alpacas or stud
- Any other type that the Committee deems inappropriate

Any posts that are not eligible for posting by the Group may be posted by individual members on the 'Visitors' section provided it is in keeping with the ethos of the Group.

The Committee will monitor posts to the Visitors section of the page. As this cannot be monitored at all times, the Committee cannot accept liability for posts made by any third party.

Any third-party post which is deemed by any member of the Committee to be unacceptable, offensive or insulting will be removed immediately. Where appropriate, the account that posted the offending material may be blocked from accessing the NIAG Facebook page. Any member who becomes aware of an unacceptable post should alert a member of the Committee as soon as possible to ensure a swift response.

In the case of any dispute regarding activity on the NIAG Facebook or Instagram page, the Committee's decision will be final.