

AUSTRALIAN LOWLINE CATTLE ASSOCIATION INCORPORATED

BY-LAWS

Registered by NSW Fair Trading on 6th December 2023





**AUSTRALIAN LOWLINE CATTLE ASSOCIATION INCORPORATED
BY-LAWS**

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AUSTRALIAN LOWLINE CATTLE ASSOCIATION INCORPORATED BY-LAWS

Introduction

These By-Laws contain the essential requirements for the operation of the Australian Lowline Cattle Association Incorporated (the Association) and the breeding and registration of Australian Lowline cattle. The By-Laws are subordinate to the Constitution of the Association and rank above Policies and Operating Guidance for Members and Operating Guidance for Management.

The By-Laws are under the operational guidance of the Council. Changes to them may be proposed by Council or by any financial member of the Association in the form of a Special Resolution (see Rule 28 of the Constitution) and, to take effect, must be passed by a ballot of full financial members and honorary life members.

History:

Introduced during the 2012-13 Constitutional Review.

By-Law 1: Official Documents

1.1. The Association publishes for the use and guidance of members, its Constitution, By-Laws, Council Policies, Guidance for Members, Guidance for Council, Guidance for Promotion Groups, Herd Book, Registers, Forms and Certificates, ALCA AI Approved Sires Listing, a Schedule of Fees, and the Minutes of each Council meeting, all in printable or electronic PDF format.

1.2. The Association maintains an on-line website as a vehicle for the publication of the items listed in 1.1 as well as other information. Most sections of this website allow public access but those which provide for on-line animal registration and recording or other personal actions of individual members, together with documents which are confidential to members, are private and accessible only by passwords issued by the Council.

1.3. Change Process for both Council Policies and Operating Procedures (as outlined in the Operating Guidance documents.)

1.3.1. Council will inform members of its intention to introduce, amend or cancel a particular Association Policy or an Operating Procedure or that it has received a proposal from a member or members to do so.

1.3.2. The advice to members will include an invitation to review the proposal and advise Council of suggestions. The period for member review and the Council point of contact will also be advised.

1.3.3. Advice to members will be through the circulated minutes of Council meetings or through inclusion in the Members Area section of the website, with an alert email and/or letter sent to all members.



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1.3.4. Following closure of the period for member review, and Council's review of members' contributions, the Council's decision to issue, amend or cancel a Policy or Procedure will be recorded in Council meeting minutes, the document Master copy and in the website pdf version.

1.4. All documents listed in 1.1 above will be updated on the website within 14 days of any changes becoming effective and, at that time, all financial members will be notified that the changes have been made.

History:

Introduced during the 2012-13 Constitutional Review.

By-Law 1.1 amended 20 April 2015.

By-Law 1.1 – inclusion of words 'or electronic PDF format' to include updated technology – 2021/2022 Constitutional Review.

By-Law 2: Herd Book

2.1. In Association documents the Australian Lowline Cattle Association Herd Book Comprises:

2.1.1 The Australian Lowline Cattle Herd Book (HB) for Registered Australian Lowline Cattle, and

2.1.2 The supplementary Commercial Register (CR) to record the parentage of crossbred animals and Certified Lowline beef (CLB) commercial animals.

2.2 The Australian Lowline Cattle Association Herd Book is electronic and is available to Association members and the public at all times by accessing the website. This online Herd Book reflects the status and shows the pedigrees of all registered and recorded Australian Lowline cattle and embryos. Instructions on how to access and use the Herd Book are detailed in the Members Area on the ALCA website.

2.3 The electronic Herd Book is available electronically through the Association's website.

History:

Introduced during the 2012-13 Constitutional Review.

New By-Law 2.1 added, existing By-Laws renumbered to 2.2, 2.3 and 2.4, 20 April 2015

November 2018 – 2.1 updated to reflect operation of the Herd Book and Commercial Register.

2021/2022 Constitutional Review – the following changes were made -

By-Law 2.1.1 – the word 'Fullblood' deleted as all registered Australian Lowlines are pedigreed animals so definition is not necessary.

By-Law 2.3 – reference to 'a published Herd Book and DVD' removed and replaced with 'available electronically through the Association's website'.

By-Law 2.4 deleted from By-Law 2: Herd Book and now incorporated in By-Law 7: Registration of Animals, Embryos and Semen as 7.5.3.



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By-Law 3: Security of Electronic Information

3.1. Both the Herd Book and the Association website are backed up electronically daily to preserve their integrity and the backed up copies are kept in a secure, fire and flood proof location, at a different site from the master Herd Book.

History:

Introduced during the 2012-13 Constitutional Review.

By-Law 4: General Obligations of Membership

4.1. Abiding by the Code of Ethics outlined at By-Laws 10.1 to 10.8 is a condition of membership of the Association.

4.2. Membership includes the right to use the Certified Trade Mark No 813,064 (logo) but only as detailed in “Rules Governing the Use of Certification Trade Mark 813,064” located in the Guidance for Members section of the ALCA website.

4.3. Certified Lowline Beef (CLB) producers who have signed the Producers Agreement have the right to use the registered Trade Mark No 1390062, Certified Lowline Beef, but only as specified in the Producers Agreement.

4.4. All members (except for Associate and Commercial members) are required to register a distinctive name as a Stud Name and also a three-character Identification Code. The Stud Name may be up to 20 characters in length (including spaces). No Stud Name or Identification Code which is, in the opinion of the Council, inappropriate or likely to prove misleading, will be accepted.

4.4.1 Where a Stud Name is sold to another, the new owner needs to nominate a new Identification Code for that Stud Name.

4.5. Names of animals (excluding the Stud Name) may not exceed twenty (20) characters in length (including spaces). Members are required to use the Stud Name as a prefix to each animal’s name or to identify their stock using the Stud prefix and, as the suffix, the identification system outlined in the Guidance for Members and other suffix required in By-Law 7.

4.6. It shall be the duty of members to keep proper records of their breeding activities including the chain of ownership of all purebred Australian Lowline cattle and embryos in which they have an interest, whether they are registered or simply eligible for registration, as well as the sale, loss or destruction of all embryos and semen. These records are required to be kept even when sales are made to non-members of the Association. Such records are to be open for inspection at any time at the member’s address by the Council or by any person appointed by the Council, given 14 days’ notice.

4.7. Annual Return. The Association provides all members, annually, prior to membership renewal, with a list of all of their registered and recorded animals and embryos as currently shown in the Herd Book, and each member is required to return this list (Annual Return) to the



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Association at the time that membership payment is due, appropriately amended to reflect any changes that have occurred. Embryos which have been destroyed or failed to transplant successfully must be noted on the list. Animals which have not been recorded or registered shall not be included.

History:

By-Law 4.1 is the original first clause from the Code of Ethics in the original Schedule A which was moved to this position during the 2012-13 Constitutional Review to give it greater prominence.

By-Laws 4.4, 4.5, 4.6 and 4.7 are parts of the original Schedule A which were reworded, edited or expanded during the 2012-13 Constitutional Review.

By-Laws 4.2 and 4.3 were added during the 2012-13 Constitutional Review. By-Law 4.5 amended 20 April 2015.

November 2018 – By-Law 4.3 updated for Certified Lowline Beef (CLB) trade mark.

By-Law 4.4.1 – inclusion of new rule 4.4.1 is to allow the history of the previous owner of the Stud Name to remain separately recorded with the Association – 2021/2022 Constitutional Review

By-Law 5: Proof of Ownership and Transfer Processes

5.1. At the time of a sale of a registered Australian Lowline animal or embryo to another member of the Association, the vendor must complete and sign the transfer space provided on the reverse side or bottom of the Certificate of Registration and send it, together with the transfer fee, to the Executive Officer for the transfer of ownership to be made and the Herd Book kept up to date. A Certificate of Registration will then be issued to the new owner.

5.2. When the purchaser is not a member of the Association, then the vendor must explain the benefits of becoming a member and complete and sign the transfer space provided on the reverse side of the Certificate of Registration and send it to the Executive Officer. The Executive Officer is to send the purchaser an invitation to join the Association. The Executive Officer is to hold the Certificate of Registration and may reissue it subject to 5.3 below.

5.3. Where a registered Australian Lowline animal or embryo has been sold as unregistered, its Registration Status becomes “Inactive.” Its Registration Status may be reinstated to “Active” at the discretion of the Executive Officer if:

5.3.1. a subsequent owner is a Full Financial, Life, Junior, or School Member of the Association or, in the case of a bull, a Commercial Member of the Association; and

5.3.2. documentary proof of the legitimacy of transactions are provided; and

5.3.3. if still a member of the Association, the last Registered Owner recorded on the Association Herd Book agrees; and

5.3.4. the transfer fees are paid.



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5.4 Multiple Ownership of animals

5.4.1 Shares in registered animals may only be sold to financial members of the Association; and

5.4.2 a maximum of five (5) shareholders are allowed in any one bull and three (3) in any one female; and

5.4.3 whenever a share is sold in an animal, a Multiple Ownership Transfer form must be completed and sent with the prescribed fee to the Executive Officer. This form can be found in 'Forms and Downloads' section of the ALCA website.

5.4.4 When embryos are flushed or calves bred from multiple-owned animals, the Association requires them to be singly owned. One part-owner must be nominated as the designated breeder and first owner on the Designated Breeder form which must be sent to the Executive Officer at the time of flush or calf registration and must be signed by all part-owners.

5.5 Leasing of Females

5.5.1 Should a registered Australian Lowline cow be leased for breeding purposes, then a Lease Record on the approved form signed by both parties together with the prescribed fee must be submitted to the Executive Officer no later than the termination of the lease. This form can be found in 'Forms and Downloads' section of the ALCA website; and

5.5.2 in the case of multiply owned registered animals, written endorsement is required from all the part-owners; and

5.5.3 in every case the lessee will have ownership of all calves or embryos conceived within the period of the lease unless specified otherwise in the Lease Record.

5.6 Certificate of Service

5.6.1 Should a registered Australian Lowline bull belonging to one member be used to serve females belonging to another member, then a Certificate of Service, on the prescribed form and signed by both parties, must be submitted to the Executive Officer with the prescribed fee no later than the application for registration of any resulting off-spring or embryos. This form can be found in 'Forms and Downloads' section of the ALCA website.

5.6.2 Should the semen of a bull that is not on the ALCA AI Approved Sires Listing (see By-Law 7.6) be used for the artificial insemination of females belonging to another member, then the requirements of 5.6.1 above apply.



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5.6.3 In the case of multiple-owned registered sires, written endorsement is required from one of the part-owners in the case of 5.6.1 and 5.6.2 above.

5.6.4 Should a member own the semen of a registered Australian Lowline bull whose owner is no longer a member and which is not on the ALCA AI Approved Sires Listing, and wish to sell it to another member, then the requirements of 5.6.1 above also apply.

5.7 To hold ownership of Australian Lowline calves which have resulted from natural mating or artificial insemination, the breeder must hold registered ownership of the dam; and

5.7.1 be the registered owner of the sire; or

5.7.2 be one of the multiple owners of the sire and be the designated Breeder; or

5.7.3 use semen from a ALCA AI Approved Sires Listing bull and have followed the procedures outlined in By-Law 6.2 (Artificial Insemination); or

5.7.4 hold a Certificate of Service signed by the owner or one of the multiple owners of the bull.

5.8 The only exception to 5.1 above is where ownership is otherwise specified in a Certificate of Service or where the calves were obtained by embryo transfer.

5.9 Ownership of calves produced by embryo transfer requires the breeder to be the registered owner of the embryos prior to the birth of the calves. No distinction is made between embryos sold in tanks or in recipients.

History:

By-Laws 5.1, 5.4, 5.7 and 5.9 are parts of the original Schedule A which were reworded, edited or expanded during the 2012-13 Constitutional Review.

By-Laws 5.2, 5.3, 5.5, 5.6 and 5.8 were introduced during the 2012-13 Constitutional Review.

By-Law 6: Acceptable Methods of Breeding

6.1 Natural Service

6.2 Artificial Insemination

6.2.1 The Association will accept registration of calves produced by Artificial Insemination provided that the following rules are followed: -



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- 6.2.1.1. the semen is from an ALCA AI Approved Sires Listing bull (see By-Law 7.6); or
 - 6.2.1.2. the semen is from a registered bull owned by the registered owner of the dam; or
 - 6.2.1.3. the semen is covered by a Certificate of Service as outlined in By-Law 5.6; and
 - 6.2.1.4. in the case of the death of a semen donor, 6.2.1.1, 6.2.1.2 or 6.2.1.3 above applied at the time of its death; and
- 6.2.2. To signify that an animal was obtained by Artificial Insemination, the registration in the Australian Lowline Cattle Association Herd Book shall carry the suffix “A.I.”

6.3 Embryo Transfer

6.3.1. The Association will accept registration of calves produced by Embryo Transfer provided that the following rules are followed: -

- 6.3.1.1. the embryos were registered with the Association and owned by the breeder;
 - 6.3.1.2. the transfer was certified by the veterinarian at the time of completion of transplant on the form used for that purpose in the state or country in which it is performed. The form must show all relevant details (including each embryo’s registration number if one has been issued) at the time of transfer and this certificate must be provided to the Executive Officer before registration of the resulting calf can be effected.
- 6.3.2. Should the embryo flush and the embryo transfer occur on the same day or otherwise before the embryos can be registered, then the veterinarian’s records must sufficiently identify each embryo so that when its certificate is issued it can be matched to the transfer record.

6.3.3. To signify that an animal was obtained by Embryo Transplant, the registration in the Australian Lowline Cattle Association Herd Book shall carry the suffix “E.T.”

History:

By-Law 6.1 is part of the original Schedule A.

By-Laws 6.2 and 6.3 contain parts of the original Schedule A which were reworded, edited or expanded during the 2012-13 Constitutional Review.

By-Law 6.2.1.5 - removed from By-Laws as AI forms for Artificial Insemination signed by the Inseminator are no longer required for registration purposes – 2021/2022 Constitutional Review



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By-Law 7: Registration of Animals, Embryos and Semen

7.1. Closed Herd

The Association maintains a closed herd to preserve the genetic integrity of Australian Lowline Cattle and grading up from other breeds to achieve purebred status is not permitted. No genetic input from any other breed, no matter how slight, is allowed and the Association will not accept for registration any animal that does not meet the definition of “Australian Lowline” in the Constitution and the breed standards outlined in Schedule A of the Constitution.

7.2. In order to register Australian Lowline cattle, embryos or semen, the applicant must:

7.2.1. be a Full, Honorary Life, Junior, School or Lifestyle member of the Association with a registered Stud Name and Identification Code; and

7.2.2. be financial for the membership year of the application; and

7.2.3. must not have contravened the Code of Ethics of the Association.

7.2.4. be the registered owner or lessee of the dam at the birth of the animal for whom registration is sought

7.3. To be eligible for registration in the Herd Book, Australian Lowline cattle must:

7.3.1. be by a registered or deemed recorded (DR) sire and out of a registered or deemed recorded (DR) dam; and

7.3.2. have ears marked or tagged with Identifiers in accordance with By-Law 8 (Mandatory Identification Requirements); and

7.3.3. conform satisfactorily to the Standard Description of Australian Lowline Cattle in Schedule A of the Constitution; and

7.3.4. have been verified for parentage and for coat colour in cases defined in 7.3.5 using DNA-typing procedures performed at an Association approved laboratory and the laboratory report and/or DNA certificate have been provided to the Executive Officer; and

7.3.5. Animals that require DNA coat colour testing are: - red coated animals: progeny of registered red coated animals: progeny of registered animals designated as red carriers (RC); and any animals nominated by ALCA Council;

7.3.6. be sexually entire and expected to be fertile on maturity; and



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7.3.7. be wholly descended from the animals listed in the Foundation Herd Book as having been certified by the authority of Dr Peter Parnell prior to 1 November 1993; and

7.3.8. the prescribed fee must accompany the application for registration.

7.3.9 Deemed Recorded

7.3.9.1 Council may approve an animal to be Deemed Recorded in the Herd Book provided the animal's parentage is proven through DNA verification and traced back to the Foundation Herd Book as required by By-Law 7.3.

7.3.9.2 A Deemed Recorded animal would be recorded as "Recorded for pedigree purposes only" and with name suffix (DR). Progeny of Deemed Recorded animals will be eligible for full registration subject to the conditions of By-Law 7.3

7.4. Recording prior to Registration

The birth of pure bred Australian Lowline calves may be recorded in the Herd Book without DNA parentage testing as long as they meet the other requirements of 7.2 and 7.3.5 above and a recording fee is paid. When such cattle have been recorded, their registration may be delayed without penalty and the recording fee will be deducted from the registration fee.

7.5. Registration of Embryos

7.5.1. both sire and dam must be registered or deemed recorded (DR) before embryo production is initiated; and

7.5.2. A Flush Record and Embryo Registration application, on the prescribed form, signed by the owner or lessee of the cow must be submitted to the Executive Officer with the prescribed fee within 8 months after the flush. Embryo Registration Certificates will then be issued for each embryo. This form can be found 'Forms and Downloads' section of the ALCA website. Older embryos not previously recorded may be registered at Council discretion and subject to approval of the dam and sire owners, if still current members.

7.5.3. Should a registered animal or embryo be sold to a person who is not a member of the Association (see By-Laws 4.6 and 5.2) or its owner ceases to be a member, that animal will be listed as inactive in the Herd Book.

7.6. ALCA Australian Lowline AI Approved Sires

As a service to members and for the convenience of breeders, the Association maintains a Listing of sires from which Australian Lowline semen has been collected facilitating the use of the Australian Lowline Breed genetics by providing a process to 'advertise' semen availability and facilitating the registration process for progeny of sires AI Approved Sires Listing.

7.6.1 The AI Approved Sires Listing is accessible at two locations:



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7.6.1.1 The complete list of all Australian Lowline bulls entered in the List since the foundation of the Australian Lowline breed, is in the ALCA Herd Book Database, accessed through the ALCA web site, Animal Enquiry (access instructions are provided in the Members Area); The Lowline Animal Details page indicates if bulls are approved for AI;

7.6.1.2 Australian Lowline bulls entered in the AI List and owned by current ALCA members may be found at the ALCA web site under Breed Information, AI Sires Listing and Heritage Semen. The AI Sires List includes animal ID number, animal name, birth date, owner to contact, DNA number and acknowledges if semen is export accredited;

7.6.1.3 For those Australian Lowline bulls taken off the AI Sires List on the website when the owners ceased ALCA membership, contact details may be available from the ALCA Executive Officer.

7.6.2. Conditions regarding the AI Approved Sires Listing:

7.6.2.1. Responsibility for the accuracy of the information in the Listing is that of the ALCA member who requested the Listing;

7.6.2.2. Potential purchasers of semen, whether on this Listing or not, should satisfy themselves as to the claims of the vendor including as to the sire, the standards/protocols/health checks met for the semen collection, the storage conditions of the offered semen and the viability of the semen.

7.6.3. An application for inclusion in the AI Approved Sires Listing must be on the prescribed form, signed by the owner or all multiple owners of the bull, and accompanied by the prescribed fee. This form can be found in 'Forms and Downloads' section of the ALCA website.

7.6.3.1 The request for listing must be accompanied by the following information – name, identifier, date of birth, ALCA Herd Book Number, SNP DNA Case Number, collecting laboratory details, date of collection, export qualification, if applicable and owner contact details.

7.7. Council approval

All registration applications are subject to Council approval. Council reserves the right to request additional information or tests to substantiate parentage, to authenticate compliance with conformity or, in the case of embryos or semen, to validate processes. Council also reserves the right to withhold registration where sufficient doubt exists regarding conformity, parentage or process.



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7.8. Any animal may be refused registration or de-registered if:

7.8.1. it has been incorrectly described; or

7.8.2. it fails to conform adequately to the standards of the breed as defined in Schedule A of the Constitution; or

7.8.3. its parentage cannot be definitely established; or

7.8.4. it is shown to carry genetic defects.

7.9. As a result of any de-registration, the progeny of the animal may also be affected.

History:

By-Laws 7.8 and 7.9 are parts of the original Schedule A

By-Laws 7.2, 7.3, 7.5 and 7.7 contain parts of the original Schedule A which were reworded, edited or expanded during the 2012-13 Constitutional Review.

By-Laws 7.1, 7.4 and 7.6 were introduced during the 2012-13 Constitutional Review.

By-Law 7.3.4 amended 20 April 2015

New By-Law 7.3.5 introduced 20 April 2015

Existing By-Laws renumbered to 7.3.6 and 7.3.7 20 April 2015

New By-Law 7.3.8 added 20 April 2015

By-Law 7.3.9 introduced 20 April 2015

By-Law 7.4 amended 20 April 2015

By-Law 7.5.2 amended 3 November 2018

2021/2022 Constitutional Review changes -

By-Law 7.2.1 - inclusion of 'Lifestyle' member to be consistent with Constitution Rule 6

New By-Law 7.2.4 – addition of new rule 7.2.4 to clarify who is eligible to register Australian Lowline cattle

By-Law 7.3.1 – the inclusion of the words 'or deemed recorded (DR)' added to reflect the eligibility of progeny of DR animals to be registered and to be consistent with By-Law 7.3.9.2.

By-Law 7.3.9 Deemed Recorded – the definition of (DR) as a suffix is changed from 'Deemed Registered' to 'Deemed Recorded' to clarify the meaning of the (DR) animal which is 'recorded for pedigree purposes only' as stated in the body of By-Law 7.3.9.

By-Law 7.5.1 – the inclusion of 'or deemed recorded (DR)' for eligibility of embryos to be registered.

New By-Law 7.5.3 (formerly By-Law 2.4) - removed from By-Law 2: Herd Book, transferred to By-Law 7: Registration of Animals, Embryos & Semen, and re-numbered as By-Law 7.5.3.

By-Law 7.6.1.1 – reworded to include the word 'database' & the words 'the Lowline Details page indicates if a

bull is approved for Artificial Insemination'.

By-Law 7.6.1.2 – reworded to include the information available on the AI Sires List.

By-Law 7.6.1.3 – previously By-Law 7.6.1.4, reworded and re-numbered. Original By-Law 7.6.1.3 deleted as it is now covered in By-Law 7.6.1.2.

By-Law 7.6.3.1 – renumbered and reworded to include By-Laws 7.6.4, 7.6.4.1, 7.6.4.2, 7.6.4.3, 7.6.4.4 & 7.6.5 and to include the information collected on the AI Sire application form

2023 Review: By-Law 7.6.3 – the words 'all multiple owners' replace 'one of the multiple owners'



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By-Law 8: Mandatory Animal Identification

8.1. All animals registered in the Australian Lowline Cattle Association Herd Book must be individually identifiable in a manner that can be verified against their Certificate of Registration and DNA profile, either by tattoo or management tags. In Australia, by the methods detailed in 8.3 or, in New Zealand, by the methods detailed in 8.4.

8.1.1. All calves must have the 3-letter stud prefix of the breeder, the year letter and 3 numbers. Calf numbers are allocated consecutively as they are born regardless of whether they will be registered or not. The numeric sequence continues in following years – it does not return to 001 at the commencement of each year. The individual calf number can be any number from 001 to 999 preceded by the year letter but no two calves can be the same number.

8.2. Where tattoos are used, it is mandatory that they accord with the rules outlined in the Guidance for Members unless they were put on animals prior to the date these rules were introduced in which case they must accord with the tattoo rules extant at the time.

8.3. In Australia, the NLIS method of identification may be selected in which case members must follow the guidance in the Guidance for Members.

8.4. In New Zealand, the mandatory NAIT method of identification may be selected in which case members must follow the guidance in the Guidance for Members.

8.5. The Association notes that different forms of identification may be required by other authorities such as Government Agencies or Agricultural Societies. Such requirements do not replace the requirements at 8.1, 8.2, 8.3 and 8.4.

History:

By-Laws 8.3, 8.4 and 8.5 were introduced during the 2012-13 Constitutional Review.

By-Laws 8.1 and 8.2 contain parts of the original Schedule A which were reworded, edited or expanded during the 2012-13 Constitutional Review.

2023 Review: By-Law 8.1 – inclusion of ‘management tags’ for identification as alternative to tattoos

2023 Review: Inclusion of additional point 8.1.1 which had been removed in 2012-13 Review & included in Guidance for Members document.



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By-Law 9: Promotion Groups

Reference: Constitution Rule 37

9.1. The regional interests of ALCA members are supported through the establishment of Promotion Groups. Promotion Groups form an integral part of the Association. Financial members of the Association automatically become members of the Promotion Group in their State, Region, Country or Area.

The role/s of a Promotion Group is to:

- (a) Provide mentorship and support for members at the local level

- (b) Promote the breed of Australian Lowline cattle in accordance with the objectives of the ALCA Strategic Plan
- (c) Represent the regional interests and aspirations of members to ALCA Council
- (d) Further the objects of the Association (refer to Part A of the Constitution)

9.2 Each Promotion Group is to seek the participation of all the members in their State, Region, Country or Area in the activities of the Group. Members distant from the majority of members of the Group are encouraged to network with other members and with the Promotion Group Committee and to participate in Promotion Group meetings by electronic means if unable to attend.

9.3 Each Promotion Group is to comply with the Constitution, By-Laws, Policies and Operating Procedures of the Association and each Promotion Group is responsible to Council. Council may intervene in the operations of a Promotion Group when the Promotions Group is not achieving Association objectives.

9.4 Any unresolvable dispute within the Promotion Group or in relation to activities of the Group shall be resolved in accordance with the Association's Dispute Resolution Procedure (Constitution Rule 12).



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9.5 Finances.

9.5.1 Promotion Groups will operate with a combination of income sourced from ALCA Council, funds raised by Promotion Groups and grants provided by Council for specific promotional events by application. Council will on an annual basis consult with Promotion Groups to determine income requirements and will propose funding allocations in the Association's annual budget. Promotion Groups' expenditure of funds is limited to the furtherance of the objectives of Promotion Groups and not to the promotion of individual members.

9.5.2 Promotion Groups are encouraged to submit an Annual Activity Plan with projected costings to Council at the start of each financial year to assist with the allocation of Promotional Pool Funding in the ALCA budget.

9.5.3 Promotion Groups may not incur any liability on behalf of the Association without the written permission of Council.

9.5.4 Promotion Groups must provide such financial information as Council may require to satisfy the Association's reporting obligations under legislation.

9.5.5 Upon becoming an Office Bearer of a Promotion Group or an authorized signatory on a Promotion Group banking account, the person concerned must complete and forward to the Executive Officer, written personal indemnity on the Personal Indemnity Form. This form can be found in the 'Operating Guidance for Management.' The indemnity will include an undertaking not to commit the Promotion Group to any liability or expenditure beyond that authorised by the Promotion Group and for which funds have been set aside. Failure to comply with the undertaking may render the member personally liable for the debt so incurred.

9.5.6 At the discretion of any Promotion Group, or at the request of Council, an Auditor may be appointed.



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9.6 Meetings

9.6.1 A Promotion Group may hold meetings at such times and places as the Chairperson may decide provided that all members are given a minimum of 21 days' notice of the meeting.

9.6.2 A quorum at any meeting of a Promotion Group will be four (4) members of that Promotion Group including those members present electronically.

9.6.3 All members of the Promotion Group and the Executive Officer of the Association must be sent draft minutes of all meetings within 14 days after the meeting.

9.6.4 Each Promotion Group must hold an Annual General Meeting no later than 30 days prior to the Annual General Meeting of the Association. A Group annual report and an annual financial report must be presented at the meeting and form part of its minutes and a copy to be provided to Council. Guidance as to the financial reports to be provided to Council is at Operating Guidance for Management.

9.6.5 At each Annual General Meeting, Promotion Group Officers (Chairperson, Secretary and Treasurer) must be elected by and from the members of the Group.

9.7 The duties of officers will be as follows:

9.7.1 The Chairperson will lead the Committee and the Group to achieve Group objectives, will call meetings and will preside at meetings of the Group.

9.7.2 The Secretary will keep and circulate the minutes of each meeting, conduct the correspondence of the Group, notify members of the Group of meetings and regularly inform them of Lowline Breed promotional and other activities.

9.7.3 The Treasurer will keep all necessary financial records, report to each meeting upon the financial status of the group and provide a comprehensive financial report for each year.

9.8 If a Promotion Group becomes inactive and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same may not be paid to or distributed amongst the members of the Group, but must be transferred to and held in trust by the Association Council. Council is to return the funds upon reactivation of the Promotion Group.,



AUSTRALIAN LOWLINE CATTLE ASSOCIATION INCORPORATED BY-LAWS

History:

By-Laws 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7 and 9.8 contain parts of the previous Promotion Group By-Laws which were reworded edited or amended during the 2012-13 Constitutional Review to reflect the automatic membership model for Promotion Groups.

2021/2022 Constitutional Review changes -

By-Law 9.1 – rewording of 9.1 with the inclusion of (a), (b) & (c) to reference the purpose of Promotion Group according to the ALCA Strategic Plan.

By-Law 9.2 – removal of words ‘particularly for mutual support and the promotion of the Lowline Breed’ as it is unnecessary repetition.

By-Law 9.5.1 – removal of words ‘bid for by Promotion Group’s and replaced with ‘by application’ to reflect what is required of Promotion Groups who need extra funding from the Association.

Addition of new By-Law 9.5.2 – included to assist with the projection of the Annual Budget.

By-Law 9.6.4 – inclusion of the words ‘a copy’ as it was previously omitted.

By-Law 10: Code of Ethics

10.1. Members will act with integrity in their cattle breeding practice, in showing and in all dealings with members and non-members, to protect and improve the good standing and reputation of the Australian Lowline breed, the Association and the members.

10.2. Members will not knowingly make untruthful statements in submitting applications for registration or when entering animals in shows.

10.3. Members will not neglect or mistreat their animal(s) but, on the contrary, at all times safeguard and further its (their) well-being.

10.4. Members will not transfer any animal to a party whom they feel will not conscientiously look after its health, safety and well-being, or may exploit, degrade or otherwise act to the detriment of the breed or the animal.

10.5. Members will only breed animals that they know to be in good condition and health.

10.6. Members will represent their animals honestly to prospective buyers and give such advice or assistance to the buyers as may reasonably be requested.

10.7. Members will be alert for and work to eradicate or control inherited problems or other conditions inimical to the breed

10.8. When selling female cattle, members will emphasise to the purchaser that Australian Lowline cattle are small for reasons of selective genetic breeding over several generations and that if a Lowline female (whether purebred or crossbred) is joined to a bull carrying genes of any larger breed, the resulting calf could be oversize to the point of endangering the dam at



AUSTRALIAN LOWLINE CATTLE ASSOCIATION INCORPORATED BY-LAWS

calving.

History:

By-Laws 10.2, 10.3, 10.4, 10.5, 10.6, 10.7 and 10.8 are from the Code of Ethics from the original Schedule A.

By-Law 10.1 was rewritten during the 2012-13 Constitutional Review.

One item was moved during the 2012-13 Constitutional Review and became By-Law 4.

By-Law 10.8 – words ‘both full blood and crossbred females’ replaced with ‘female cattle’ to cover all Australian Lowline females as ‘purebred or crossbred’ is mentioned later in the By-Law – 2021/2022 Constitutional Review

By-Law 11: Showing of Lowline Animals

11.1 Owners and handlers of Australian Lowline animals are to ensure that all the requirements, regulations and other directions of organising Show Societies in which they enter Australian Lowline animals are complied with, particularly in respect of requirements for registration and/or eligibility for registration with ALCA and in the correctness of documentation for their entry

11.2 Any Australian Lowline animal shown in any Royal or any other Show as a Breed other than Lowline will for a period of 6 months not be able to be shown as an Australian Lowline. This does not limit Lowlines from being shown in classes titled “Other Breeds” or similar where a show does not provide separate classes for Australian Lowline animals. However, if an Australian Lowline animal is shown as a different breed, its registration with ALCA will not be affected in any other way including the ability to register progeny with ALCA if all the other criteria are met.

11.3 Parade Uniforms. Council will periodically consult with members to define and publish uniform/s for handlers leading Australian Lowline animals at Royal and at any other Shows in Australia and New Zealand. Publication will be included in the Operating Guidance for Members and on the ALCA web site.

11.4 Guidance for members showing Australian Lowlines are provided in the Members Area of the ALCA website.

History:

These By-Laws were prepared by the 2012-13 Constitutional Committee in the absence of ALCA regulations on this topic.

By-Law 11.2 amended 3 November 2022



**AUSTRALIAN LOWLINE CATTLE ASSOCIATION INCORPORATED
BY-LAWS**