

**Boer Goat Breeders’  
Association of Australia Ltd**  
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*Boer Goats – ‘Meating’ the Market*

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## **MEMBERS TRIBUNAL**

### **LODGEMENT FORM (INFORMATION SHEET)**

#### **NOTES:**

1. The Members Tribunal has been established to deal with a variety of member-related issues such as (but not limited to) complaints, grievances and concerns. For ease of reference, all issues such as these will be referred to as “issues” from here on. The Members Tribunal will consider all issues.
2. The Director responsible for this Tribunal is the Director for Membership Relations. In his/her absence, the back-up Director to this Portfolio will take responsibility. The Director will be the Chairperson of the Tribunal.
3. If the issue is raised against a group of people/a number of studs, then each should be submitted on a separate form and will be considered separately.
4. When an issue is lodged against an individual and specific member of a stud, then only that member will be the subject of this Members Tribunal.
5. When an issue is lodged against a stud, then the stud and all its members will be the subject of this Members Tribunal.
6. If it, therefore, very important to ensure your issue is raised against the correct individual/organisation.
7. The Company Secretary, those sitting on the Members Tribunal and the Directors will treat each and every issue with the utmost confidentiality. It is expected that the complainant and defendant will treat the issues in a similar manner.
8. Only the registration of the lodgement of the issue and the final decision of the Board will be recorded in the minutes of its meetings.

#### **LODGEMENT:**

EVERY issue must be lodged on this form and dated and signed accordingly. Additional pages can be added if required.

EVERY issue must be lodged as soon as possible after the date of the incident.

EVERY issue must be lodged with the Company Secretary, in writing, to enable it to be submitted to the Members Tribunal for prompt consideration, and to be put to the next Board meeting for information.

## **PROCESS:**

See Schedule No. 2 of current (2008) Rules & Regulations “Disciplinary Actions” or Schedule No. 2 of DRAFT (2013) Rules & Regulations. (Amendment will be made here once 2013 Rules & Regulations are approved).

The intended process (subject to approval of the 2013 Rules & Regulations) is as follows:-

1. Written and signed issues to be completed on the Lodgment Form.
2. The Lodgement Form is to be submitted to the Company Secretary.
3. The Company Secretary is to record the issue on the Members Tribunal Register and forward an updated copy of the Register to the Director for Membership Relations.
4. The Lodgement Form is to be forwarded to the Director responsible for the Members Tribunal as soon as practicable after receipt to enable the commencement of consideration and investigation of the issue.
5. The Director responsible for the Members Tribunal is to forward the Lodgement Form to the members of the Tribunal and set up a meeting to discuss the issue.
6. The Lodgement Form is to be presented to the Board at its next meeting, for information only.
7. The Members Tribunal to meet as soon as possible to discuss the issue and decide what, if any, investigation and/or course of action is required.
8. The Members Tribunal is to consider the issue and make a recommendation (in writing) to the Board prior to the next meeting. If this is not possible, due to timing issues, then the Board and the complainant should be notified.
9. The Board is to consider the recommendation at the next meeting.
10. A determination is to be made by the Board and the complainant and defendant are to be notified of the outcome as soon as practicable following that meeting.

A complete record of the date of lodgement, actions, etc will be held with the Company Secretary and copy with the Director responsible for the Tribunal.

**MEMBERS TRIBUNAL**

**LODGEMENT FORM**

<b>DATE OF LODGEMENT:</b>	
<b>LODGED BY: (Name &amp; Stud Prefix)</b>	
<b>LODGED AGAINST: (Name &amp; Stud Prefix)</b>	
<b>DATE OF INCIDENT:</b>	
<b>LOCATION OF INCIDENT (if applicable):</b>	
<b>CONSTITUTION SECTION/S BREACHED*:</b>	
<b>CODE OF ETHICS SECTION/S BREACHED*:</b>	
<b>RULES &amp; REGULATIONS SECTION/S BREACHED*:</b>	
<b>IS THIS INCIDENT SUBJECT TO ANY POLICE OR OTHER LEGISLATIVE INVESTIGATION?</b>	<b>YES / NO</b>  NB. If “YES”, the issue cannot be dealt with by the Members Tribunal until the issue is resolved with the Police.
<b>WITNESS/ES TO INCIDENT:</b>	
<b>I, the complainant, declare that the facts presented herein are a true and accurate record of the issue to the best of my knowledge.</b>	
<b>SIGNED BY COMPLAINANT:</b>	
<b>DATE OF SIGNATURE:</b>	

\* Note: Not every issue will breach the Constitution, Code of Ethics or Rules & Regulations of the Association. Wherever possible, please include the information if pertinent.

<p><b>DETAILS OF INCIDENT:</b> Please provide as much information as possible and supporting documentation if available.</p>	<p style="text-align: right;"><b>PLEASE ATTACH ADDITIONAL PAGES, IF NECESSARY, AND NUMBER THEM CLEARLY</b></p>
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**OFFICE USE ONLY**

<b>DATE RECEIVED:</b>		<b>INCOMING REF NO:</b>	
<b>DATE TO TRIBUNAL:</b>		<b>DATE TO BOARD MEETING:</b>	
<b>TRIBUNAL REF:</b>		<b>TRIBUNAL RECOMMENDATION &amp; DATE:</b>	
<b>BOARD DECISION:</b>		<b>OUTWARD REF NO:</b>	