



WHFF MEMBERSHIP TERMS OF REFERENCE PROTOCOLS

1. Purpose

WHFF has a process for considering prospective membership applications and for determining whether organisations should be asked to leave WHFF.

2. Procedure for Members Organizations joining and leaving WHFF.

- a. The WHFF Constitution section 3 and 8 refers to WHFF membership.
- b. All new applications for WHFF membership are first considered by the WHFF Council and if recommended they must be approved by the WHFF membership at the next General Assembly.
- c. In the first instance an Organization wishing to join WHFF should email the Secretary General.
- d. The Secretary General will send them a membership application form.
- e. The Organization must complete the membership application form and send back to the Secretary General with relevant supporting documentation.
- f. Supporting documentation must include proof that they are a recognized Herd Book within their Country, or an agency, organization, or institution actively involved in maintaining pedigree records of Holstein-Friesian cattle for the promotion and improvement of the breed. They must also send a copy of the statutes governing the Organization and must communicate their breeding goals.
- g. The application form and documentation are discussed at the next Council meeting where the WHFF Council decide whether to recommend the new member.
- h. If the WHFF Council have additional questions, the Secretary General contacts the Organization requesting more details. The application is then once again discussed by the WHFF Council.
- i. If requested by the WHFF Council, the Organization must obtain official data from the competent authority in their country.
- j. Once the WHFF Council have made a decision, the Secretary General will inform the Organization.
- k. If approval is recommended by the WHFF Council, the applicant shall be treated as a member until the next General Assembly. This includes attending WHFF workshops and General Assemblies and access to the member section for the WHFF website and inclusion in all WHFF member emails.
- l. To become a full member, the Organization must give a short presentation describing their organization and breed within their country and detailing their breeding goal. This should take place in person at the next WHFF General Assembly. If the Organisation fails to attend in person, the application will be deemed not approved. The Organization is informed of this by the Secretary General.

- m. Following the presentation, the WHFF Membership are asked to vote to ratify the new member.
- n. If the application is successful, the Organization are presented with a framed WHFF Membership certificate by the WHFF President.

3. Fees

- a. The Organization does not pay a WHFF membership fee for the remainder of the first year of membership following their recommendation by Council.
- b. The Organization will pay a WHFF membership fee for subsequent years of membership following their recommendation by Council and until the next General Assembly.
- c. If the Organization completes their presentation at the next WHFF General Assembly, but is not approved by the WHFF General Assembly, they will have all fees paid refunded.
- d. If the Organization does not attend the WHFF General Assembly to give their presentation, they will not be approved as a member and their fees will be forfeited.
- e. Additional information can be found in the WHFF Constitution Section 5.

4. Procedure for Members Organizations joining and leaving WHFF.

The leaving and expulsion of Members from WHFF is covered in Section 8 of the WHFF Constitution.