WHFF MEMBERSHIP
TERMS OF REFERENCE PROTOCOLS

1. **Purpose**
   WHFF has a formal process for assessing prospective membership applications, for determining whether member organisations should be suspended from, or have their membership terminated by, WHFF.

2. **Procedure for Members Organisations joining 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 Organisation wishing to join WHFF should email the Secretary General.
   d. The Secretary General will send them a membership application form.
   e. The Organisation 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, organisation, 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 Organisation 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 Organisation requesting more details. The application is then once again discussed by the WHFF Council.
   i. If requested by the WHFF Council, the Organisation 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 Organisation.
   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 Organisation must give a short presentation describing their organisation 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 Organisation 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 Organisation are presented with a framed WHFF Membership certificate by the WHFF President.

3. **Fees**

a. An Organisation applying to join WHFF does not pay a membership fee for the remainder of the first year of membership following their recommendation by Council.
b. The Organisation will pay the applicable WHFF membership fee for each subsequent year of membership following their recommendation by Council and until the next General Assembly.
c. If the Organisation completes their presentation at the next WHFF General Assembly, but its application is not approved by the WHFF General Assembly, all membership fees paid will be refunded.
d. If the Organisation does not attend the WHFF General Assembly to deliver its presentation, its application for membership will lapse, it will not be approved as a member, and any membership fees will be forfeited.
e. Additional information regarding fees can be found in the WHFF Constitution Section 5.

4. Procedure for Members Organisations resigning and or being expelled from WHFF.

The resignation and expulsion of Members from WHFF is covered in Section 8 of the WHFF Constitution. It states that

8.1 Resignation from membership of the WHFF shall only be accepted upon receipt by the Secretary General of notice in writing not less than two months prior to the end of the calendar year. Upon resignation there will be no refund of fees.

8.2 The General Assembly may expel member Herd Book organisations by a two third majority if they seriously breach the aims and resolutions of the WHFF.

5. Suspension of Members because of non-payment of membership fees

WHFF members may be suspended if they fail to pay their membership fees.

Before any suspension is considered, the Secretary General must contact the member at least three (3) times requesting an explanation for the non-payment of fees.

If no satisfactory response or payment is received, the matter will be presented to the WHFF Council for discussion. The decision to suspend a member for non-payment of fees is made by the WHFF Council and does not require ratification by the WHFF membership.

Once a member is suspended:

- The member will be formally notified by email.
- The member will be removed from the WHFF website.
- The member will be removed from all WHFF communication lists.

6. Reinstatement of Suspended Members

If a suspended member wishes to be reinstated, they must submit a formal application to the Secretary General.

To be reinstated within ten (10) years of the date of suspension, the member must:

- Pay the minimum membership fee for the first year that was missed; and
- Pay the current year's membership fee.

If more than ten (10) years have passed since the date of suspension, the former member must reapply for membership by completing the official membership application forms.

In such cases, the application must be submitted to the WHFF membership for ratification in accordance with the normal membership approval process.