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BY – LAWS  
OF  
SOUTHERN AFRICAN SHOW POULTRY  
ORGINISATION

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NOVEMBER 2024



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## ARTICLE 1 – DUTIES OF OFFICERS

### 1. **The Chairman**

The Chairman shall chair the Annual General Meeting, Executive Committee Meetings and Committee Meetings. He shall also be an ex-officio member of all sub-committees unless otherwise provided.

- 1.1. The Chairman shall take the initiative in club matters, safeguarding its interests at all times and especially between Annual meetings, and perform such other duties as usually pertain to this office. With the consent of a majority of the Executive Committee, he may take such action as seems necessary in any matter involving legal procedure to protect the interests of the Organisation. He may attend important poultry meetings and exhibitions in the interest of the Organisation.
- 1.2. The Chairman shall be the sole interpreter of the Constitution, By-Laws and Show Rules when the Organisation is not in session.
- 1.3. In case of death, resignation or removal of the Chairman, the Vice-Chairman shall thereupon become Chairman and assume his duties. In case of the absence, disability or inability of the Chairman, the Vice-Chairman shall perform his duties. In case of the absence or disability of both the Chairman and Vice-Chairman, then the Committee shall select one of its members to act as Chairman.
- 1.4. On election of a new Chairman all documents and other property of SASPO, shall be handed over to the newly elected Chairman within one month after the election.

### 2. **The Vice-Chairman**

The Vice-Chairman shall preside at all meetings at which the Chairman is not present, and shall succeed him to office in case of absence, disability or inability to continue in office. He shall ensure that the constitutions of all poultry clubs are on record and that clubs are constituted according to the Constitution and By-Laws of the Organisation.

### 3. **The Secretary**

- 3.1 The Secretary shall devote his attention to the duties of his office, and promotion of the objectives of the Organisation. He shall prepare and distribute all **notices** of meetings of the Organisation and of the Committee six (6) weeks prior to the meeting. Discussion points to be added to the agenda should reach the secretary four (4) weeks before the meeting. The Secretary shall distribute **the agenda and minutes of the previous meeting** two (2) weeks prior to the meeting. The secretary shall keep the minutes of such meetings. He shall conduct the general correspondence of the Organisation and keep on record all letters received and of all letters sent.
- 3.2 The Secretary shall furnish all new or renewal certificates of membership to members. He shall keep a correct list of the names and addresses of all members of the Organisation with dates of their election to membership. He shall bring a list of the members to each AGM, committee meeting or special meeting in order to show those eligible to vote on organisational matters at the meetings.

3.3 The Secretary shall be the custodian of and keep well insured all property of the Organisation. He shall also be the custodian of the Seal of the Organisation, which he may use under the direction of the Chairman or Committee.

3.4 He shall also be an ex-officio member of all sub-committees unless otherwise provided.

3.5 When a new Secretary is elected, the outgoing Secretary shall hand over all documents and all other property of SASPO in his possession to the newly elected Secretary within one month after the election.

3.6 Keep records of Judges' Certificates permanently and minutes and all other documents for a period of 5 years.

#### **4. The Treasurer**

4.1 The Treasurer shall be the custodian of all the money belonging to the Organisation. All general funds shall be deposited in banks or financial institutions approved by the Committee, making payments by internet banking/electronic transfers.

4.2 The Treasurer shall keep a complete record of all accounts received and disbursed by him and shall have his accounts always open for the inspection by any member of the Committee.

4.3 The Treasurer shall prepare a complete and comparative report accompanied by supporting documents (such as bank statements) to be tabled at SASPO Committee Meetings in order for the Committee to be fully advised of the financial position of the Organisation. He shall make a general financial report to the AGM, which does not need to be as detailed as the report made to the Committee.

4.4 On election of a new Treasurer all documents and other property of SASPO shall immediately be handed over to the newly elected Treasurer.

4.5 The Treasurer shall keep all financial records for a period of 5 years or as otherwise prescribed and required by Government.

#### **5. The Executive Committee**

5.1 The Executive Committee shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer and the President of the organisation.

5.2 An office bearer of the Executive Committee may only serve in one office on the Executive Committee.

#### **6. The Ringmaster**

6.1. The Ringmaster shall keep detailed records of all rings received, issued and on hand.

6.2. Shall report to the SASPO Committee by tabling a written or oral report at the meeting of the SASPO Committee.

6.3. Shall be the custodian of all poultry rings ordered and on hand.

6.4. Shall issue ring order forms.

6.5. Shall order and distribute rings according to all the clubs' ring order forms.

## **7. The Webmaster**

7.1. The Webmaster shall report to the SASPO Committee by tabling a written or oral report at the meeting of the SASPO Committee and shall keep all information on the website up to date.

7.2. Shall publish documents and articles, received from the Secretary and approved by the Chairman, on the website.

## **8. The Pointmaster**

8.1. The Pointmaster shall receive the signed catalogues and point summary from the clubs after every show and keep the members point system up to date.

8.2. The Pointmaster shall report to the SASPO Committee by tabling a written or oral report at the meeting of the SASPO Committee

## **ARTICLE 2 – SUB-COMMITTEES**

- Sub-committees can do some of the work of the Organisation.
- The SASPO Committee may appoint such special sub-committees they deem advisable.
- All sub-committee members shall serve from February to February, a period of approximately one year.
- Sub-committee members will be elected from the SASPO committee members at the February committee meeting.
- All sub-committees shall have its own chairman.
- When a sub-committee or a member thereof is unable to act, or fails to adequately perform its duties, the SASPO Committee may declare such office vacant and appoint a new sub-committee or member.
- All sub-committees shall receive their instructions from the Chairman of the sub-committee.
- All sub-committees shall report to the Chairman and Secretary of SASPO.

## **1. Sub-committee on Judges.**

- 1.1. This sub-committee shall consist of five members. Three Judges appointed by the SASPO Committee, as well as the Chairman and Secretary of the Organisation
- 1.2. They shall have charge of preparing and conducting examinations as stipulated under Article 4 of the By-Laws as well as any other aspect pertaining judges.
- 1.3. Take charge of the Judge's Seminars.
- 1.4. Maintain a code of conduct for Judges.
- 1.5. Issue Judges and Show Administrator certificates.
- 1.6. Maintain records of all exam candidates and update the Judges and Show Administrator lists yearly.

## **2. Sub-committee on Breed Standards.**

- 2.1 The Sub-committee on Standards consist of five members, three members who shall be at least qualified as Panel D judges elected by the SASPO Committee, as well as the Chairman and Secretary of the Organisation.
- 2.2 They shall be in charge of all matters pertaining to the Standard of Perfection, including its text, the recognition of both new and old established breeds and varieties of all poultry breeds.
- 2.3 Maintain the Breed Standards and Show Schedule.

## **3. Sub-committee on Publications.**

- 3.1 The Sub-committee on Publications shall consist of the Chairman, Secretary, the Webmaster and two other members the Committee decides to name who can contribute to its success.
- 3.2 Publish news, articles, programs etc. in print or in electronic format.
- 3.3 Design and maintain all standard forms of SASPO.

## **4. Sub-committee on Constitution, By-Laws and Show Rules.**

This sub-committee shall consist of five members, three members appointed by the SASPO Committee, as well as the Chairman and Secretary of the Organisation. All proposals to repeal or amend the Constitution, By-Laws or Show Rules shall be submitted to this subcommittee first, for study and recommendation.

## **5. Sub-committee on Finance**

This committee shall consist of the Executive Committee of SASPO and one member (a person qualified in finance) of the Organisation, elected by the SASPO Committee. They shall be in charge of the finances of the Organisation. This Committee shall follow proper corporate governance procedures.

## **6. Sub-committee on Discipline, Disputes and Grievances**

This sub-committee shall conduct disciplinary matters on behalf of SASPO and shall consist of three independent members of the Organization as elected by the SASPO committee, who shall designate one of the three members to be the chairman of the sub-committee. At least three poultry clubs from three provinces must be represented by the three elected members. They shall investigate and conclude all matters under their attention involving any fraudulent practices, grounds for disciplinary action or any other unlawful acts. They shall maintain the SASPO code of conduct. This subcommittee shall report to the SASPO Committee.

### **ARTICLE 3 – COMPLAINTS AND CHARGES**

#### **1. Charges against Judges in general.**

The Sub-committee on Judges will investigate adverse actions based on complaints and will result in three courses of action based on proven allegations.

**1. These courses of action will be:**

- a) Reprimand.
- b) Short term suspension of a certificate.
- c) Permanent loss of a certificate.

**1.2 A judge's certificate may be suspended or revoked by the Southern African Show Poultry Organisation for the following reasons:**

- a) Fraud of whatever nature.
- b) The use of alcoholic liquors in and around a poultry show hall during and after judging.
- c) Gross incompetence.
- d) Any conduct embarrassing to SASPO.
- e) Failure to pay annual dues where applicable.
- f) Failure to disqualify an exhibit or giving an award to an exhibit marked for identification by an exhibitor.

Anyone so charged may appeal to the Chairman of SASPO in writing asking for a hearing before the Committee. If no appeal is made within three months of notification, the action becomes permanent.

## **2. Protests or complaints against judges by exhibitors.**

Protests or complaints may be lodged by exhibitors against judges for the following reasons only:

- a) Apparent dishonesty on the part of a judge.
- b) Apparent carelessness that has resulted in the incorrect placing of a specimen that should be disqualified.

2.1 Any exhibitor wishing to lodge a complaint against a judge must do so by completing the official complaint form. The complaint must be lodged while the bird is still on show. The person making the protest or complaint shall deposit with the secretary of the club conducting the show, the sum of R200-00. The amount of the deposit is not fixed and may be altered from time to time by the SASPO committee.

2.2 The judge together with the Chairman and Secretary of the club conducting the show, or the judge and two other persons appointed by the committee of the club, shall constitute a committee of three. This committee will then investigate the protestor's complaint and the majority decision of this committee will be final.

2.3 The amount of R200-00 will be returned to the person making the complaint if his protest is sustained. If the protest is not sustained, the deposit becomes the property of the club conducting the show.

## **3. Complaints by clubs.**

7.1. If any club has reason to complain of the work or conduct of any judge, they may file a written complaint, reporting of such work or conduct, with the Chairman of SASPO.

7.2. The charges against a judge shall be referred by the Chairman of SASPO to the Subcommittee on Judges for investigation.

7.3. They shall give the judge against whom the charges are made a fair hearing before the Subcommittee on Judges or a committee appointed by the SASPO committee.

7.4. If the charges are proven and sustained and the judge found guilty, the SASPO Committee has the right to suspend or revoke his or her certificate.

## **4. Fraudulent Practice or grounds for Disciplinary Action.**

### **4.1 Grounds for disciplinary action shall include:**

4.1.1. Borrowing, lending or hiring of birds for exhibition.

4.1.2. Trimming, removal or insertion of feathers in a bird.

4.1.3. Staining or otherwise colouring the legs, face or plumage of a bird.

- 4.1.4. Claiming or bidding for, when offered by auction in a selling or price limit class, one's own exhibit either personally or by proxy.
- 4.1.5. Endeavouring to influence a judge's decision directly or indirectly during or before the show.
- 4.1.6. Tampering with the Association's rings or exhibiting a bird wearing a ring found to have been tampered with.
- 4.1.7. Insulting or making false allegations against a judge, show official or any other SASPO member.
- 4.1.8. Judging one's own exhibit, or those of a close relative.
- 4.1.9. Marking a bird on show for identification purposes, although toe punching is permitted.

## **4.2 Procedure**

- 4.2.1. Whenever a judge disqualifies an exhibit because of a fraudulent practice, he shall record it on the judge's slip. The judge should however be able to prove the fraudulent practice. The judge shall report it to the show committee and SASPO committee if he/she so desires.
- 4.2.2. Whenever a judge, show official or exhibitor expects any fraudulent practice or grounds for disciplinary action he/she shall report it immediately to the show committee, SASPO representative and SASPO committee if he/she so desires.
- 4.2.3. The committee of a club shall have the right to disqualify any exhibitor at any show of such club for any of the causes set out in Rule 4.2.7 but such disqualification shall only prohibit the exhibitor from competing at shows held by that club. The incident must be reported to the SASPO committee. Any person so disqualified may appeal to the Organisation.
- 4.2.4. Notice of such disqualification shall at once be sent to the exhibitor and to the Organisation by the club secretary. The exhibitor shall send his notice of appeal under registered cover to the Organisation with a copy to the club secretary. This should take place within fourteen days of receipt of the notice of disqualification, and shall be accompanied by an appeal fee of which the Committee shall determine the amount from time to time.
- 4.2.5. The show secretary, judge, show official or member reporting any irregularity shall forward to the secretary of the Organisation all evidence in connection with the offence, which shall be placed before the Committee who may impose, at its discretion, further disqualification in terms of Rule 4.2.7.
- 4.2.6. In the event of it coming to the knowledge of a Show Committee that any disqualified person has exhibited or caused to be exhibited any bird at their show, all prizes which may have been awarded to such person shall be withheld and the entry fees forfeited. Every such case shall be reported forthwith to the Organisation
- 4.2.7. Any exhibitor, judge or any person who may be found guilty by the Organisation of: -
  - a) fraudulent practice, or grounds for disciplinary action
  - b) a breach of these Rules,
  - c) insulting a judge or show official, or

d) any disorderly behavior or other misconduct of whatever nature at a show, may be placed under disqualification by the SASPO committee for such a period bearing the consequences as the organisation shall determine, provided that any such exhibitor, judge or any other person shall be given fourteen (14) days' notice of any charge brought against him and afforded an opportunity of making a written statement and being heard in person if he so desires to request condonation for possible human error.

4.2.8. The decision of the Committee in respect of any case of disqualification with the names of the parties affected shall be communicated to clubs.

## **5. Discipline, disputes and grievances against members**

The resolution of disputes, grievances and disciplinary actions must be expeditious and be conducted and finalized in the shortest possible time within the framework of natural justice.

### **5.1. Conduct unbecoming**

Conduct is considered unacceptable and unreasonable if measured against the current norms and standards of conduct of members. It is the duty of the sub-committee to identify any infraction and to deal with it in accordance with the guidelines defined below:

5.1.1 Conduct that is considered an infraction includes, but is not limited to the following:

- a) Slanderous and derogatory remarks directed against SASPO, its clubs, structures and their activities and office bearers in the open media, and any application of same to the disrepute of the organization.
- b) Disrespectful conduct against office bearers and members during formal and informal activities of the clubs and/or SASPO.
- c) Bad debts to the clubs or any other matters arising from shows or auctions under the control of SASPO or one of its clubs.

### **5.2. Procedures**

5.2.1 The approach in disciplinary action should rather be to correct behavior rather than to punish, in order to encourage conduct that is proper, constructive and generally acceptable to all members.

5.2.2 In cases of an infraction an investigation into facts and proofs where applicable must be gathered with the full knowledge of the member concerned.

5.2.3 Clubs may conduct their own disciplinary proceedings in matters where the club is concerned and appoint their own sub-committee of three members to adjudicate the matter. Proceedings shall be conducted according to the procedures described herein and the outcome shall only be applicable within the club and not in the rest of SASPO. Any person found guilty shall have the right to appeal the ruling to the SASPO Executive Committee.

5.2.4 In serious matters a club may refer a matter to the SASPO Subcommittee on Discipline, Disputes and Grievances.

5.2.5 A disciplinary matter adjudicated by the Sub-committee on Discipline, Disputes and Grievances shall be applicable throughout SASPO and all SASPO clubs shall be bound by the rulings of this sub-committee.

### **5.3. Warnings**

5.3.1 If the investigation indicates that the infraction does not justify a final written warning, the Chairman must bring the infraction to the member and give the member the opportunity to respond to the allegations with the purpose to reach an agreement with the member to redress the conduct. The Chairman may, nevertheless, depending of the severity of the infraction, give the member a verbal or written warning to be placed on record. By deciding on the mentioned penalty, the Chairman must take in consideration previous similar infractions of which the warning period has not expired as well as the general disciplinary record of the member.

### **5.4. Disciplinary procedures**

5.4.1 A complaint must be made in writing and, together with all supporting documentation, submitted to the Secretary who shall forward it to the Chairman of the sub-committee empowered to adjudicate the matter.

5.4.2 If an alleged infraction comes to the attention of the sub-committee, the sub-committee must with the knowledge of the member investigate the allegations and decide whether there is indeed a case to answer or not.

5.4.3 If the subcommittee with the proof and facts at hand conclude that a finding of guilty merit at least a final written warning or a more severe sanction, the Chairman of the sub-committee shall forward the entire complaint to the accused member who shall have 21 calendar days to respond thereto in writing, submitting the member's entire defense together with all supporting

documentation and witness statements the member may rely upon in defense, to the Chairman of the sub-committee.

- 5.4.4 The member may make an admission in writing of guilt to the sub-committee in which case the alleged misbehavior is considered proved, after which the member is afforded the opportunity to bring forward mitigating considerations before a sanction is decided upon, which decision must be confirmed in writing by the Secretary to the member. Such a member may appeal in writing to the SASPO Executive Committee on the severity of the penalty only.
- 5.4.5 If the member pleads not guilty, the Chairman of the sub-committee shall forward the entire defense of the accused member to the complainant for comment. The complainant may answer in writing within 10 calendar days to the defense of the accused member but shall not have the right to make fresh accusations or allegations.
- 5.4.6 The sub-committee shall then decide the matter on all the documentation before it. In the event of a finding of guilty, the verdict together with all the reasons for the finding shall be forwarded to the accused member who shall be afforded 14 calendar days to present mitigating circumstances before a sanction is handed down.
- 5.4.7 Upon consideration of any mitigating circumstances submitted, the subcommittee shall then determine an appropriate sanction and inform the member thereof, at the same time also informing the member of the right to appeal to the Executive Committee against the findings of guilty and/or the penalty or on both.
- 5.4.8 The findings of the disciplinary sub-committee must be communicated in writing to the member within 4 days of having reached a conclusion with a copy to the Secretary.
- 5.4.9 An appeal by the member must be lodged in writing within 7 days from the date of the letter to the member stating the grounds of appeal.
- 5.4.10A 'de novo' (a new full) disciplinary procedure cannot be conducted by a higher appeal structure. The member has only the right to be heard on those aspects that he/she place in dispute regarding the grounds for the finding of guilty and the severity of the sanctions imposed.
- 5.4.11 Penalties to be imposed can be amongst other be the following:
- a) Final written warning.
  - b) Suspension for a prescribed or indefinite period.
  - c) Other penalties as prescribed in paragraph 5.7 of the By-Laws.
- 5.4.12 Appeals to the SASPO Executive Committee can be lodged only after all the remedies of the club have been exhausted. Appeals must be directed in writing to the Secretary of the club containing those aspects in question for appeal and the supporting motivation as grounds to reconsider the findings of the disciplinary subcommittee.

5.4.13 Any person not responding within allotted timeframes will lose the rights conferred under such timeframes.

## **5.5. Grievances**

Grievances of members must be submitted to the Secretary of the club to be resolved in such a manner as is considered proper by the Committee.

## **5.6. Disputes**

5.6.1 Disputes regarding the interpretation and application of the Constitution of the club or SASPO shall be dealt with as follows:

- a) Disputes arising from the interpretation and/or application of the club's Constitution and/or decisions of the club must be in writing and be submitted to the Secretary of the club that must be forwarded to the Committee for a final and binding resolution on the matter in dispute. If the dispute is not resolved to the satisfaction of the member, he/she may through the Secretary of the club appeal to SASPO to resolve the matter as prescribed in its Constitution and ByLaws.
- b) Disputes arising from the interpretation and application of the SASPO Constitution, the By-Laws of same and/or decision of SASPO must be submitted in writing to the Secretary of the club for referral to the Committee of the club with notice to SASPO. If the dispute cannot be resolved the Secretary must on request forward the dispute with all information available to SASPO. SASPO is compelled to deal with the disputes as prescribed in its Constitution and By-Laws. A finding by the SASPO Committee as the body of final recourse shall be final and binding on all parties concerned.

## **5.7. Consequences**

Consequences shall be determined by the SASPO committee based on the offence occurred and the outcome of the investigation of the sub-committee on discipline.

Any person under disqualification by the Organisation may:

5.7.1 Forfeit all or any prizes won at the show in respect of which his disqualification was occasioned as well as all entry fees.

5.7.2 Be prohibited from exhibiting or judging at any show.

5.7.3 Be debarred from the privileges of membership of the Organisation or any affiliated body.

5.7.4 No birds from the yard of a person under disqualification shall be permitted to be exhibited at any SASPO Show.

5.7.5 All points accumulated at shows by the person under disqualification will be forfeited.

## **ARTICLE 4 - GUIDELINES FOR JUDGES' EXAMINATIONS**

### **1. Basic Requirements**

1.1. The candidate must be a respectable person and should be a member of a poultry club affiliated to SASPO.

1.2. There is no age restriction and successful candidates will receive a certificate.

1.3. The candidate should have a good background and knowledge regarding the showing and breeding of poultry in general in order to become a competent judge. Furthermore, he should have shown and bred the particular breed or breeds for which the examination is to be taken successfully for a period of at least three (3) calendar years (eggs and dressed poultry included).

To ensure that the candidate meets these requirements, he must submit the following proof of competence with his application:

- Certified copies of prize cards obtained during the three (3) calendar years before the application at SASPO shows only. If the candidate has not kept all the prize cards but had ringed his birds, the necessary information can be obtained from show catalogues if kept by the clubs. It is a requirement that all the classes (i.e. cockerel, pullet, cock and hen classes) of the particular breed / breeds should be represented by prize cards.
- Although the club chairman and secretary of the candidate must ensure that the requirements are met and approve the fully completed application with their signatures, the onus is on the candidate to keep, find, copy and submit the above-mentioned requirements.

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1.4. All applications for entrance for an examination must be done on the official application form of the Organisation and must be accompanied by the prescribed examination fee. The application must be submitted to the club of the applicant from where it will be sent to the SASPO Secretariat.

1.5. After the application has been received by SASPO it will be passed on to the Subcommittee on Judges who will confirm the correctness of it in terms of the abovementioned requirements. The Sub-committee on Judges has the right to approach any breeder or other judge as referent, or to collect any further information about the candidate they deemed necessary.

1.6. The candidate will be notified in writing if permission to enter for the examination is granted.

1.7. If permission to enter for an examination is refused for whatever reason, the candidate will receive his examination fees back minus an administrative cost of 10%. If, however, the application of the candidate was refused because of his character, the candidate will

be allowed to lodge an appeal and may request for an interview with the SASPO Executive Committee at its forthcoming meeting.

- 1.8. The candidate will also be required to take part in an apprenticeship programme which shall take at least one (1) year from the date of the application and must be completed within three (3) years. This programme will consist of clerking and discussing the breeds with six (6) different judges at six (6) different shows and a final examination (see also 1.11).
- 1.9. The candidate or breeder shall mail or e-mail back the evaluation forms to the SASPO Secretariat in order to provide unbiased evaluation. The candidate as well as his club's secretary must keep copies of the candidate's apprenticeship programme forms.
- 1.10. Any already qualified judge who meets the application criteria and has judged on a regular basis during the last (3) three years may waive the apprenticeship programme and proceed to the final examinations. However, decisions by the Subcommittee on Judges in this regard shall be final.
- 1.11. Any candidate wishing to write an examination on eggs or dressed poultry and who meets the application criteria, may waive the apprentice programme and proceed to the final examinations.
- 1.12. Upon completion of the apprentice programme the Sub-committee on Judges will determine if further preparation is needed, based on the evaluation of the returned apprentice forms, or if the candidate will be placed in a practical examination ready status.
- 1.13. Responsible examiners shall be appointed in good time by the Sub-committee on Judges to set theoretical examination papers.
- 1.14. Papers with a model answer sheet, indicating how points are to be allocated, must be made available to the Sub-committee on Judges within two weeks after accepting the responsibility.
- 1.15. The name of the examiner responsible for setting the paper must appear on top of the paper, but must not be made known beforehand.
- 1.16. The Sub-committee on Judges will appoint a moderator to verify each examination paper for the fairness and factual correctness thereof. The same moderator will also be responsible for the moderation of the paper.

## **2. Categories of judge's certificates**

1. Chickens - Hard Feather breeds
2. Chickens - Hard Feather Asian breeds
3. Chickens - Soft Feather heavy breeds
4. Chickens - Soft Feather light breeds
5. Chickens - True Bantams
6. Ducks
7. Geese

8. Turkeys
9. Eggs

If a judge has obtained three (3) or more certificates in any specific category, he may be allowed to judge the other breeds in that category, though he may not be in possession of the certificates of those specific breeds. ***The judge must however have the knowledge of the other breeds in the category and should be able to judge them with confidence. NOTE: This does not include eggs and dressed poultry.***

### 3. Panel of judges

**Panel E** - A judge who is a member of a specialist club or who has obtained less than three certificates in a specific category. Judges in this panel can move automatically to panel D, on request to the SASPO secretary, when they have obtained three certificates in a category.

**Panel D** - A judge who is qualified in a specific category. Judges could move automatically to Panel C on request to the SASPO secretary, when they are qualified in three categories.

**Panel C** - A judge who is qualified in a minimum of three (3) categories. Judges on this Panel can move automatically to Panel B, on request to the SASPO secretary, when they are qualified in five (5) categories.

**Panel B** - A judge who is qualified in a minimum of five (5) categories. Judges in this Panel can move automatically to Panel A, on request to the SASPO committee, when they are qualified in nine (9) categories.

**Panel A** - A judge who is qualified in nine (9) categories. Members of this panel must be experienced judges in the breeds in all the categories and must be recommended by the SASPO Committee. Experience during championship shows would be necessary to be on this panel.

### 4. Examination known as Show rules and By-Laws

4.1 All aspirant judges should first write an examination on Show Rules, including the By-Laws, before they can be admitted to do their practical examination on any poultry breed, eggs or dressed poultry. This is a theoretical examination and should be done on the last Saturday of February or first Saturday of March of each year. The closing date for entrance for this examination is on the 31 August of each year.

4.2 The examination will be conducted by the Sub-committee on Judges and the candidate requires 60% to pass.

4.3 Candidates suffering from dyslexia or a person who is unable to express himself on paper should be allowed to do an oral examination with permission granted by the SASPO Committee.

4.4 No re-examinations will be allowed.

4.5 The examination on Show Rules and By-Laws is not restricted to aspirant judges only, but can be written by any member who is in good standing with SASPO. There is no age restriction and successful candidates will receive a certificate. Any member who wishes to be elected as a club chairman or secretary must have passed the examination on Show Rules and By-Laws. This rule excludes office bearers who have served or who are serving in one of these positions.

## **5. Standard breed examinations**

Participating in any breed examination will take place into two categories namely a theoretical and a practical examination. Candidates will not be allowed to enter for more than three (3) breed examinations annually. A candidate wishing to qualify himself in a certain category during a term should adhere to the following procedures:

### **5.1 Theoretical Examination**

- a) This a theoretical examination and should be done on the last Saturday of February or first Saturday of March of each year. The closing date for application for these examinations will be on the 31<sup>st</sup> August of each year.
- b) It is every candidate's own responsibility to apply for this examination in good time. Any application received after the closing date will be refused. Permission to a practical examination will not be permitted if the theoretical examination is not passed.
- c) During this examination the knowledge of the candidate regarding the appropriate breed standard will be tested. Furthermore, any other aspect related to the breed as stipulated in the SA Book of Standards will be tested.
- d) Judges from any panel of judges can be appointed to set examination papers and to act as moderators.
- e) All theoretical examinations must be done in the presence of any good standing SASPO member or any other person appointed by the SASPO Committee
- f) All theoretical breed examinations should be set by means of multiple choice questions, where possible.
- g) The requirement for a pass is 70%. The result of the examination will be made known as passed or failed only and the percentage results will be made known only to the candidate, if he/she so requests.
- h) Candidates suffering from dyslexia will be allowed to do an oral examination if permitted by the SASPO Committee.
- i) If the candidate has not passed the theory examination, he will not be allowed to write a re-examination. To write the examination again the candidate should reapply for the exam following the prescribed procedure.

### **5.2 Practical Examinations**

- a) Candidates will only be allowed to take part in the practical examination if they have completed and passed the theoretical part. All candidate judges should also have passed the examination on Show Rules and By-Laws.
- b) The practical examination should take place within a period of one year after the completion of the candidate's apprenticeship in the case of a first time judge or within one year of passing the theoretical exam in the case of existing judges. The exam should preferably be undertaken at the Championship Show, but may be taken at any SASPO show provided that the breed is represented by at least 10 benched entries covering all classes (cock, hen, cockerel and pullet). In addition, the examiners may refuse the examination if they are not completely confident that they can adequately test the candidate's proficiency given the number or standard of the entries. No resource of whatever nature will be allowed during the practical examinations (notes, handbooks, poultry standards, etc.).
- c) This examination will consist of an oral and a practical section and should be handled by at least three (3) judges appointed from any Panel. One examination judge should be qualified in the particular breed in which the examination is taken, if possible. The judging of the breed must be completed before the candidate commences with his examination.
- d) **The practical section** will give the candidate the opportunity to judge the breed or classes selected by the examination judges. The show holding club will provide the candidate with a blank copy of the examination form where the candidate can record his findings. This list should bear the words practical exam and the candidate's name. During this section the candidate must judge at least one entry in each class and variety according to the scale of points as stipulated in the SA Book of Standards.
- e) **The oral section** implies a thorough discussion of the candidate's findings during his practical session, as well as a discussion of the type, colour, size and condition of entries selected by the examiner, without removing them from their pens. The results obtained after the allocation of points by the candidate will be evaluated and discussed with the candidate by the judges. During this discussion no bystanders will be permitted.
- f) The candidate must obtain at least 80% to pass his practical examination. The result of the examination will be made known as passed or failed only.
- g) The candidate will be allowed to do a re-examination in the breed or breeds he has failed. A period of six (6) months must however elapse before the candidate can enter for a re-examination. During this period of six months the candidate must do further training as prescribed by the Sub-committee on Judges. The candidate will only be allowed permission to enter for a re-examination on payment of half the applicable examination fees.

### 5.3 General

- a) Judges shall be members of an affiliated club and shall pay affiliation fees to SASPO annually. The names of those judges not actively involved or because of a lack of interest will be removed from the judge's list.
- b) Official SASPO Judge's Certificates shall be issued only for such breed or breeds for which the candidate has qualified.
- c) Examinations will cover all varieties of a breed whether those varieties are present in the country or not.
- d) When a new breed is accepted by the Organisation for inclusion in the Standards, all Panel A judges as well as other relevant category judges should attend a workshop in order to get themselves acquainted with the new breed.
- e) Papers on breed examinations shall be based on the latest Southern African Show Poultry Organisation Standards.
- f) In cases where a specialist club exists for a particular breed, the club should be consulted in the compilation of theoretical examinations and should also take part during the conducting of the practical examinations.

## **ARTICLE 5 – STANDARDS**

### **1. Official Standards**

- 1.1. The Organisation shall maintain a record of Standards of Breeds of Fowls, Bantams, Turkeys, Waterfowl, and their varieties, also of Eggs and so forth, known as "The Standards of Perfection", which shall be the official standards of the Organisation.
- 1.2. Judging at all shows conducted by affiliations of the Organisation shall conform to the official Standards. In the case of breeds or varieties not found in the official Standards, judging shall be based upon the Standard of the country of origin.
- 1.3. The Sub-committee on Standards, with the approval of the SASPO Committee, shall have authority to correct any apparent mistakes and to rearrange any text or illustrations in the Standard. This should take place in the best interest of the Organisation, but nothing shall be changed to materially alter the existing shape and colour descriptions, except as a result of a General Revision.

### **2. Foreign Standards**

The adoption of foreign standards already recognised in the country of origin can be accepted by the SASPO Committee and be included in the SA Standards without the consent of the Annual General Meeting of the SA Show Poultry Organisation, provided the following conditions are adhered to:

- 2.1. The application shall contain the name of the breed or variety with a standard written in the same style and format as those in the breed standard. Full colour photos in

electronic format of both male and female of the new breed must accompany the application.

- 2.2. The application must be sent to the SASPO Secretary and he will forward the application to the Sub-Committee on Breed Standards for investigation and approval in writing.
- 2.3. Any proposed foreign standard from the Sub-Committee on Breed Standards should be submitted to the SASPO secretary at least six weeks prior to a SASPO Committee meeting.
- 2.4. The foreign breed standard must be circulated to all relative active judges by the Sub-Committee on Judges within 30 days of date of the SASPO Committee meeting.
- 2.5. Approval of the foreign breed standard shall take place by a majority vote of the SASPO Committee meeting.

### **3. Alterations of or additions to an Official Standard**

Members or clubs may propose alterations or additions to an official standard and the following provisions should be followed closely:

- 3.1 Applications for an alteration of or an addition to a breed standard shall only be accepted from a SASPO affiliated member or SASPO club that is in good standing with the Organisation.
- 3.2 Applications for an addition of a recognised colour variety for a specific breed shall only be accepted for approval if:
  - a) the colour is an officially accepted and recognised colour variety in the breeding standard (Standards of Perfection) of the specific breed from the country of origin or
  - b) the colour is a recognised colour in the SASPO Show Schedule.
- 3.3 Where a proposal is from a SASPO Affiliated Specialist Club on one of the listed breeds in their constitution, the Sub-Committee on Breed Standards shall approve the proposed amendment in writing before the application is submitted to the SASPO Secretary. The approved alteration from the Sub-Committee on Breed Standards should be submitted to the SASPO secretary at least six weeks prior to a SASPO Committee meeting.
- 3.4 Any other applications must be mailed to the SASPO Secretary and he will forward the application to the Sub-Committee on Breed Standards for investigation and approval in writing.
- 3.5 Any proposed alteration or addition from the Sub-Committee on Breed Standards should be submitted to the SASPO secretary at least six weeks prior to a SASPO Committee meeting.

- 3.6 The fully altered breed standard must be circulated to all active judges by the Sub-Committee on Judges 30 days before the date of the SASPO Committee meeting.
- 3.7 Any alteration or addition to a breed standard of whatever nature shall be approved by a majority vote of the SASPO Committee meeting.
- 3.8 Any alterations or additions shall fully appear in the minutes of the SASPO Committee and thereafter included in the breed standards

#### **4. New Standard**

The adoption of a new standard as an official standard shall be made by an Annual General Meeting.

- 4.1. The request for admission as a PROVISIONAL BREED STANDARD must be delivered to the SASPO Secretary, giving the history of its origin, breeding background and with facts of an educational nature. Included shall be the proposed name, type and the varieties of the breed and colour descriptions. These aspects shall be written in the same style and format as official Breed Standards. Affidavits shall be included from not less than two breeders stating that they have bred the breed or variety for not less than three years and that it produces not less than 50% of all specimens reasonably true to type, colour, size and comb. Full colour photos in electronic format of both male and female of the new breed must be included in the application.
- 4.2. The application must be delivered to the SASPO Secretary and he will forward the application to the Sub-Committee on Breed Standards for investigation and approval in writing.
- 4.3. Any Provisional Standard from the Sub-Committee on Breed Standards should be submitted to the SASPO secretary at least six weeks prior to a SASPO Committee meeting.
- 4.4. Approval of a Provisional Standard shall take place by a majority vote of the SASPO Committee meeting.
- 4.5. Approval of the Provisional Standard shall be minuted and added to the Breed Standards as a Provisional Standard.
- 4.6. The Provisional Standard must be circulated to all relevant active judges by the Sub-Committee on Judges within 30 days of date of the SASPO Committee meeting.

- 4.7. Show Secretaries will not accept any entries from exhibitors before the approval and publication of the Provisional Standard and allocation of the show codes.
- 4.8. The Provisional Standard will become an official Breed Standard after Show Cards showing twenty or more specimens have been exhibited in a period of two years at six different SASPO Shows.
- 4.9. The final application for adoption shall contain the final standard of the new breed. The Show Cards and full colour photos in electronic format of both male and female of the new breed must accompany the application.
- 4.10. The application must be delivered to the SASPO Secretary and he will forward the application to the Sub-Committee on Breed Standards for investigation and approval in writing.
- 4.11. Any proposed new standard from the Sub-Committee on Breed Standards should be delivered to the SASPO secretary at least six weeks prior to a SASPO Committee meeting.
- 4.12. The new Breed Standard must be circulated to all relative active judges by the SubCommittee on Judges within 30 days of date of the SASPO Committee meeting.
- 4.13. Approval of the new Breed Standard will take place by a majority vote of the SASPO Committee meeting.
- 4.14. The new Breed Standard will be minuted and thereafter be added to the breed standards.

## **ARTICLE 6 – FEES**

To be read jointly with the Constitution of the SA Show Poultry Organisation.

### **1. Honorary life members**

No membership fees are payable.

### **2. Fees to be revised annually by the Organisation.**

#### **2.1 Affiliated Membership fees**

- 2.2 Affiliated Show Holding Club fees.
- 2.3 Recognised Specialist Club Fees
- 2.4 Show Bird Penning Levy
- 2.5 SASPO Website Fees
- 2.6 Club Inaugural and Re-joining Fees
- 2.7 Appeal Fees
- 2.8 Examination Fees for Breed Standards
- 2.9 Examination Fees for Show Administrator
- 2.10 Ring Prices
- 2.11 Any other Fees, Honorariums and Services

## **ARTICLE 7 - SASPO AWARDS**

### **1. Awarding of prizes:**

Prize cards to indicate the places such as 1st, 2nd, 3rd, 4th as well as any special award shall be adopted by all clubs and displayed on the pens.

First, second, third and, if necessary, fourth prizes should be awarded in all categories. The minimum points obtained for each specific award should be as follows:

- First prize: 90 points
- Second prize: 80 points
- Third prize: 70 points
- Fourth prize: 60 points

### **2. System of SASPO exhibitor awards**

The following types of awards will form part of this system:

- Bronze Exhibitor Award
- Silver Exhibitor Award
- Golden Exhibitor Award
- Master Exhibitor Award
- Grand Master Exhibitor Award
- Grand Master Exhibitor Award plus Feather

The system of SASPO Exhibitor Awards entails the accumulation of points for:

#### **1) At SASPO Championship Shows:**

Categories:

Grand Champion and Reserve Grand Champion Awards (Gold and Silver winners).

- 1.) Best Bird on Show
- 2.) Best Large Heavy Soft Feather Bird on Show
- 3.) Best Large Light Soft Feather Bird on Show

- 4.) Best Bantam Heavy Soft Feather Bird on Show
- 5.) Best Bantam Light Soft Feather Bird on Show
- 6.) Best Large Hard Feather Bird on Show
- 7.) Best Bantam Hard Feather Bird on Show
- 8.) Best Large Asian Hard Feather Bird on Show
- 9.) Best Bantam Asian Hard Feather Bird on Show
- 10.) Best True Bantam on Show
- 11.) Best Duck on Show
- 12.) Best Goose on Show
- 13.) Best Turkey on Show
- 14.) Best Display of Eggs.

2) At all other SASPO Shows:

Champion/Best in Breed and Reserve Champion/Second Best in Breed Awards in all the categories at all other shows.

Any club that is in good standing with SASPO may offer the special prizes furnished by SASPO if it holds its shows strictly in accordance with the Show Rules and By-Laws of SASPO with special mention to the following:

- 2.1.1 All shows held must be approved by the SASPO Committee Meeting at the beginning of the showing season.
- 2.1.2 The show dates must be published on the SASPO Website and all SASPO members must be notified of any change of a show date by the club responsible for the show.
- 2.1.3 All judges at any SASPO approved show must be members of SASPO and should be listed in the Judge's List.
- 2.1.4 The names of all judges officiating at SASPO shows should be submitted to SASPO at least one month prior to the show for approval by the Executive Committee.
- 2.1.5 After confirmation of the judge's list, no changes to the list will be allowed without the knowledge and permission of the Executive Committee of SASPO.
- 2.1.6 Points will accumulate as long as an exhibitor is in good standing with his club and with SASPO.

2.1.7 If membership lapses or a member is disqualified because of fraudulent practices, all points accumulated by the member will be forfeited.

2.1.8 Any show which is not held according the Show Rules and Regulations will be declared null and void and no points will be awarded to any exhibitor participating at that show.

2.1.9 The club secretary shall forward to the SASPO Secretary and Pointmaster, immediately after every show, a marked catalogue containing the following:

2.9.1. The names of the judges officiated at the show,

2.9.2. The awards made by the judges,

2.9.3. A separate list containing the particulars of the breed winners,

2.9.4. A short report from the SASPO representative.

2.1.10 Points awarded for each category are the following:

2.10.1. SASPO Championship shows:

|  |          |
|--|----------|
| Gold Medal (per category Grand Champion)           | 8 points |
| Silver Medal (per category Reserve Grand Champion) | 7 points |

SASPO Championship Show **only:**

|   |           |
|---|-----------|
| 1) Best Bird on Show                          | 25 points |
| 2) Best Large Heavy Soft Feather Bird on Show | 15 points |
| 3) Best Large Light Soft Feather Bird on Show | 15 points |
| 4) Best Bantam Soft Feather Bird on Show      | 15 points |
| 5) Best Large Hard Feather Bird on Show       | 15 points |
| 6) Best Bantam Hard Feather Bird on Show      | 15 points |
| 7) Best Asian Hard Feather Bird on Show       | 15 points |
| 8) Best True Bantam on Show                   | 15 points |
| 9) Best Duck on Show                          | 15 points |
| 10) Best Goose on Show                        | 15 points |
| 11) Best Turkey on Show                       | 15 points |
| 12) Best Display of Eggs                      | 15 points |

2.10.2. All other SASPO Approved Shows:

All SASPO approved club shows:

|  |          |
|--|----------|
| Breed Champion (BB) (per category, breeding pen & team of 4 pullets) | 5 points |
|--|----------|

Reserve Champion (RB) (per category, breeding pen & team of 4 pullets) 4 points

All SASPO approved yearling shows:

Breed Champion (BB) (per category, breeding pen & team of 4 pullets) 4 points

Reserve Champion (RB) (per category, breeding pen & team of 4 pullets) 3 points

All SASPO approved agricultural shows:

Breed Champion (BB) (per category, breeding pen & team of 4 pullets) 3 points

Reserve Champion (RB) (per category, breeding pen & team of 4 pullets) 2 points

2.1.11 Category points to be multiplied by number of entries:

The points won under each category to be multiplied by the following factors according to the number of entries exhibited in that particular breed:

- 10 and more X 1,5
- 20 and more X 2
- 40 and more X 2,5
- 60 and more X 3
- 80 and more X 3,5
- 100 and more X 4
- 200 and more X 5
- 300 and more X 6
- 400 and more X 7
- 500 and more X 8
- 1000 and more X 9
- 1500 and more X 10
- 2000 and more X 11
- 2500 and more X 12
- 3000 and more X 13

2.1.12 Variety points for all SASPO approved shows:

Best in Variety (BV) 2 points

Reserve Best in Variety (RBV) 1 point

These points are given at all SASPO approved shows, but must not be multiplied by any factors.

**3. Bronze exhibitor award**

Awarded when 200 points are earned. The Bronze Exhibitor Award will be a certificate. Appropriate recognition will be given on the SASPO website.

**4. Silver exhibitor award**

Awarded when 500 points are earned. The Silver Exhibitor Award will be a certificate. Appropriate recognition will be given on the SASPO website.

**5. Golden exhibitor award**

Awarded when 1000 points are earned. The Golden Exhibitor Award will be a certificate. Appropriate recognition will be given on the SASPO website.

**6. Master exhibitor award**

Awarded when 1500 points are earned. The Master Exhibitor Award will be a certificate. Appropriate recognition will be given on the SASPO website.

**7. Grand Master exhibitor award**

Awarded when 2000 points are earned. The Grand Master Exhibitor Award will be a special plaque. Appropriate recognition will be given on the SASPO website.

**8. Grand Master exhibitor award (plus Feathers)**

For every additional 1000 points earned a feather will be awarded. For example:

3000 points = One Feather Grand Master Exhibitor

4000 points = Two Feather Grand Master Exhibitor, etc.

A golden feather will be added to the plaque already received under clause 7. Appropriate recognition will be given on the SASPO Website.

**9. Special Merit Awards**

The following awards are made annually in conjunction with the SASPO Championship Show. The nominations for these awards shall be tabled at the SASPO Committee

Meeting preceding the Annual General Meeting, for consideration. These awards are nominated by secret ballot and will remain secret until the Gala Evening of the SASPO Championship Show.

### **9.1 The Green Jacket Award**

This award will be decided upon by the SASPO Committee, but the club holding the SASPO Championship Show that year has preference in nominating the person. This is truly an exceptionally prestigious award and is given to SASPO Life Members or when a member becomes a Life Member, for their outstanding and selfless contributions to SASPO, their clubs and for poultry as a whole during their years as members.

The same person will receive this award only once in his lifetime. If no suitable person can be nominated, this award will not be awarded.

### **9.2 The SASPO Special Merit Award**

This award will be decided upon by the SASPO Committee. It is important that we should not forget those people who have made sustained contributions of whatever nature over the past years to SASPO and show poultry in general. It could be any aspect, such as judging, administration, show managing, poultry breeding, researching, on the show bench, etc.

This is a once in a lifetime award.

### **9.3 The Showman of the Year Award**

This award will be decided upon by the Dan Jacobs Fund. The name of the award speaks for itself and the award should be made to that member who has obtained the best results on the show bench over the past year. The number of birds shown, the number of shows attended, or the number of points accumulated, should not be the only criteria when making this award. A person who has shown only one special and unforgettable bird over the past year, or a person who is keeping and showing rare breeds, not often found in our show rooms, should also be eligible for this award.

This is a once in a lifetime award.

### **9.4 The SASPO Personality of the Year Award**

This award will be decided upon by the SASPO Committee. This award should be made to a person other than those qualified for the show manager of the year, administrator of the year, showman of the year and junior of the year awards. It, therefore, has nothing to do with club administration, the managing or the organising of shows and the showing of birds. The award should be made to a person who has done something extraordinary for the promotion and extending of our sport, for example:

- the establishing of a new poultry club,
- the creation of a new poultry breed or variety,
- the publishing of useful literature on poultry,

- the promotion of our sport outside the show poultry environment, etc.

This is a once in a lifetime award.

### **9.5 The SASPO Administrator of the Year Award**

This award will be decided upon by the SASPO Committee. This award speaks for itself and should be made to the best club secretary or chairman over the past year.

This is a once in a lifetime award.

### **9.6 The SASPO Show Manager of the Year Award**

This award will be decided upon by the SASPO Committee. Show Managers are those people responsible for the successful organisation and execution of a show and is not necessarily the club secretary or chairman. An ideal show is a show presented strictly according to the Show Rules and By-Laws of the Organisation. This award should therefore be made to the best show manager over the past year, whatever the size and type of show presented.

This is a once in a lifetime award.

### **9.7 The SASPO Junior of the Year Award**

This award will be decided upon by the SASPO Committee.

This award should be nominated from junior members under the age of 19 on the last day of the showing season and should be based on the general performance on show poultry over the past year.

This is a once in a lifetime award.

### **9.8 The Dan Jacobs Fund medals**

At the SASPO Championship Show, Dan Jacobs medals will be awarded to the Gold Medal winners of the following Soft Feather Breeds:

- Australorp
- Leghorn
- Plymouth Rock
- Sussex
- New Hampshire

- Rhode Island Red

The SASPO Executive Committee will nominate as least three SASPO Judges to confirm these awards. These medals will be sponsored by the Dan Jacobs Fund.

## **ARTICLE 8 - INTERPRETATION OF THE BY-LAWS**

In the case of any doubt or dispute, the English version of the By-Laws shall be regarded as the official document.

Any conflict in a clause of the By-Laws with a clause in the SASPO Constitution will be overruled by the SASPO Constitution.

## **ARTICLE 9 - AMENDMENT OF BY-LAWS**

Amendments to the By-Laws may be proposed after proper notification to the SASPO Secretary and may be amended by a majority vote at a SASPO Committee Meeting.

## **ARTICLE 10 – DECLARATION**

The Southern African Show Poultry Organisation hereby adopts and accepts these By-Laws as a current operating guide regulating the actions of the Organisation's members.

