



Ouessant Sheep Society

Constitution Annex B - Rules and Regulations

Purpose

These rules set out procedures to be followed by members, Trustees and Officers of the Society to ensure that the Society's day to day operations are conducted safely, efficiently and in accordance with the law. They are presented as an Annex to the Constitution, but do not form part of the governing document of the OSS charity.

Ethics

Equality, Diversity and Inclusivity

1. The Society will treat all people with dignity and respect, valuing the diversity of all. It will be inclusive and promote equality of opportunity and diversity. It will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/ belief, irrelevant offending background or any other factor irrelevant to the purpose in view. It will not tolerate discrimination, bullying or harassment and will quickly take appropriate action whenever necessary.
2. All members of the Society agree to abide by these rules and principles and the Society's Codes of Conduct.
3. The Society's Codes of Conduct for members, trustees and officers of the Society are at Appendix 1A.

Complaints Procedure

4. The Society will take any grievance or complaint seriously and act swiftly to bring about its resolution. The formal complaints procedure is at Appendix 1B but it is stressed that, in the first instance, an attempt will be made to resolve any dispute quickly and informally.

Membership

Full Membership

5. Full Membership is open to persons resident in the British Isles who keep, have kept or intend to keep the Breed and who are interested in furthering the Society's Objectives.
6. Full Members are members of the Ouessant Sheep Society Charitable Incorporated Organisation (OSS CIO) and may cast a vote on the Society's business in accordance with the Constitution.
7. Full membership may be held by an individual, a corporate body or by more than one named person in the case of joint ownership of flocks. Each Full Member shall be entitled to a single vote for each membership subscription paid.
8. The Board may from time to time agree categories of Full Membership, including rights, privileges and subscriptions. All such categories to be notified to Members at the next AGM

Associate Membership

9. Associate Membership is open to any other person who supports the Objectives of the Society and persons/institutions whom the Society may invite.
10. Associate Members may speak at an AGM or EGM by invitation of the Chair but shall not be entitled to vote. Associate Members may not register sheep.
11. The Board may from time to time agree categories of Associate Membership including rights, privileges and subscriptions. All such categories to be notified to Members at the next AGM.

Honorary Membership

12. The Society may confer Honorary Membership upon any person it wishes to so honour. An Honorary Member has all the benefits of a Full Member but is not a member of the OSS CIO and does not have a vote.

Conditions of Membership

13. Members agree to be bound by the Society's Constitution, Rules and Regulations and Codes of Conduct.



14. Membership applications are to be made on an appropriate form, determined by the Board, and should normally be made online. The Board will make alternative arrangements for any person who wishes to join the Society but is unable to access the online membership application. Whenever possible membership applications are to be processed within 48 hours of completion.
15. A Full or Associate Member (together referred to as Members) will cease to be a Member if his/her subscription is more than three months overdue, unless The Board decides otherwise.
16. Any Member may be suspended for a specified period or permanently disqualified from membership by The Board for conduct incompatible with the Objectives or Codes of Conduct of the Society or for conduct likely to bring the Society or the Breed into disrepute. Any such disqualification shall be conducted in accordance with the provisions of the Constitution and reported to the next AGM.

Management

Trustees

17. Trustees must be a full Member of the Society and must:
 - be at least 16 years old
 - be properly appointed following the procedures and any restrictions in the charity's constitution
 - not act as a trustee if disqualified under the Charities Act, including:
 - by reason of an unspent conviction for an offence involving dishonesty or deception (such as fraud)
 - by reason of bankruptcy or a formal arrangement (eg an individual voluntary arrangement) with a creditor
 - having been removed as a company director or charity trustee because of wrongdoing.
18. Trustees must act responsibly, reasonably and honestly, ensuring that the charity is carrying out the purposes for which it is set up, and no other purpose. They must also act in the charity's best interests and manage its resources effectively. They may not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to a trustee, such as a partner, dependent child or business partner.
19. **Conflicts of Interest** Trustees are required to declare any conflict of interest or loyalty, such as any payments received, business transactions or other dealings, membership of organisations or association with parties involved, where such interests would, or might, conflict with, or otherwise influence their decision-making in respect of the Society's activities.
 - Trustees should, on appointment, review their interests for any conflict, or potential conflict, with those of the Society and declare those conflicts to the Society. Declarations should be made, in writing, to the Secretary who will record all declarations in the Society's Conflicts of Interest Register. Trustees should declare any and all such conflicts at any stage during their tenure, and ensure that the Register remains up to date.
 - Additionally, Trustees should declare any such conflicts at the start of any meeting of the Board of Trustees, taking particular account of the business to be discussed at that meeting.
 - In all cases, declarations will be assessed by the Trustees to determine the level of risk to the Society and what needs to be done to eliminate or mitigate the risk. All declarations of Conflicts of Interest will be recorded in the charity's Register of Conflicts of Interest, even if, having considered the declaration, the Trustees conclude that the declared Conflict of Interest presents no significant risk to the charity.
 - Any Trustee who is implicated in a Conflict of Interest, whether directly or as a connected person, may not participate in the decision-making process, as required by the Constitution. All discussions and decisions regarding conflicts of interest are to fully recorded.
20. **Connected Persons** The above policy on Conflicts of Interest also applies to the family, relatives or business



partners of a trustee, as well as businesses in which a trustee has an interest through ownership or influence. The term includes a trustee's spouse or unmarried or civil partner, children, siblings, grandchildren and grandparents, as well as businesses where a trustee or family member holds at least one-fifth of the shareholding or voting rights.

Board of Trustees

21. The affairs of the Society shall be managed by a Board of Trustees ('The Board')
22. The Board shall be responsible for determining the Rules and Regulations of the Society. Any changes in the Rules and Regulations shall be reported to the next AGM. Changes to the Breed Standard and Registration Regulations should be approved by a simple majority of members at the AGM.
23. The Board has all the powers of the Society, unless the Board's power is limited by the Constitution, or by a majority decision of the Society.
24. The Board may co-opt additional trustees to fulfil specific roles that the Board believes will further the Society's Objectives, subject to the limits on the number of trustees set out in the Constitution. Any co-opted trustee shall serve until the next AGM and be eligible for election.
25. The Board may invite other members to attend Board meetings to discuss a specific issue or to contribute an area of expertise. Such members may participate fully in all discussions but may not vote.
26. The Board may establish such Sub-Committees, Advisory Boards and Regional Representatives as the Society may from time to time think fit. The Board may co-opt Regional Representatives onto the Board.
27. The Board shall hold meetings not less than three times in any year. Minutes of Board meetings shall be made available to Members via the Society's web site.

Sub-Committees

28. The Officers of the Society, and such other members as the Board may decide, shall form the Executive Committee of the Board. The Executive Committee may meet more frequently than the full Board of Trustees and shall be responsible for carrying out such routine business as the Board may decide and delegate to the Executive Committee.
29. The Board may establish other sub-committees, such as a Breed Standard Committee, a Judges and Inspectors Panel, or such other Sub-Committees as they think fit to undertake specific projects or tasks relating to the activities of the Society. The Board will agree and publish terms of reference for any sub-committee.
30. A Sub-Committee shall comprise not less than three people, of which at least one shall be a Trustee. The Sub-Committee may invite persons to assist and advise it. These persons shall not be entitled to vote.
31. The quorum for a Sub-Committee shall be three.
32. A Sub-Committee may formulate advice and make recommendations to the Board following written, oral or electronic exchanges of views: the Sub-Committee need not hold a meeting provided all its members so agree in writing.
33. The advice and recommendations of a Sub-Committee shall be reported to the next Board meeting in writing: copies of such advice and recommendations shall form part of the minutes of that meeting.
34. Any Sub-Committee advice or recommendations concerning changes to the Constitution, the Breed Standard or the Registration Regulations shall be made available to members for information before such recommendations are put to a General Meeting in accordance with the Constitution.

Officers

35. The Officers of the Society shall be the Chair, Secretary, Registrar, Treasurer and any other posts that the Society shall decide, subject to the constraints of the Constitution. The Chair, Secretary and Treasurer shall be elected to the Board. The Registrar shall be an ex-officio member of the Board.
36. The Registrar shall be appointed by the Board of Trustees and that appointment shall be confirmed annually, at the first meeting of the Board following an AGM. The appointment may be terminated by a majority vote of the Board at a properly constituted Board meeting.



37. Roles of Board Members

- The Chair will provide leadership for the Board in fulfilling its governance duties and will ensure that the Society complies with its Constitution and Rules. The Chair will:
 - Ensure provision of accurate, timely and clear information to Trustees.
 - Plan the annual cycle of Board meetings and chair them.
 - Ensure that decisions taken at Board meetings are implemented and the Society is run in accordance with the decisions made by the Board.
 - Chair general meetings of the Society.
 - Oversee the operation of the Society, including the Complaints Procedure and the production of the Trustees' annual report.
 - Ensure that the performance of the Board is reviewed annually and that it has access to the mix of skills and experience to operate effectively.
- The Secretary is responsible for recording the minutes of Meetings, holding the Society's records, documents and books except those required for the Treasurers function, receiving and replying to correspondence as required by the Board. In particular the Secretary should:
 - Consult Trustees and agree with the Chair the agendas for Trustees' meetings, and to circulate these 7 days before the date of the meeting.
 - Take minutes of each meeting, circulate a draft for agreement within 10 days of the meeting, publish the agreed minutes on the Society website and securely store a copy of the minutes digitally or otherwise.
 - Either directly or with the assistance of a membership secretary, maintain and regularly backup the membership database, ensuring that the storage and use of all data complies with current legislation.
 - Process applications for membership; informing the Board and send welcome packs to new members.
 - Send communications from the Board to all members as required by the Constitution, including:
 - Notices of AGM and other general meetings; the trustees annual report and financial statement, the agenda and supporting documentation.
 - All papers and voting forms connected with elections to the Board, proposals to amend the Constitution, Breed Standard or Registration Regulations or other motions.
 - Take minutes of General Meetings; to publish the minutes on the Society website and to securely store a copy of the minutes digitally or otherwise.
 - Maintain notes describing the whereabouts and access paths for all Society data and documentation held or accessed as Secretary, including account names and passwords and ensure that these notes are given to two other Trustees.
- The Registrar is responsible for maintaining the Flock Book and ensuring that all sheep registered within it conform to the Breed Standard. In particular the Registrar should:
 - Verify all registrations and transfers of sheep, providing registration documents and ensuring that the correct fees have been paid.
 - Coordinate any necessary inspections and will inform the Board of their results.
 - Maintain and regularly back up the flock book database is backed up, ensuring that the storage and use of all data complies with current legislation.
 - Maintain notes describing the whereabouts and access paths for all Society data and documentation held or accessed as Registrar, including account names and passwords and ensure that these notes are given to two other Trustees.
- The Treasurer is responsible for all financial transactions and for keeping proper accounting records. In particular the Treasurer should:



- Maintain detailed records of all financial transactions, and ensure that regular backup copies are maintained.
- Liaise with the Registrar to ensure that all registration fees are correctly charged and captured within the accounts.
- Prepare annual financial statements for presentation at the Annual General Meeting and subsequent submission to the Charity Commission.
- Provide a financial report and draft budget for the following year at each AGM
- Provide current financial information, including a measurement of performance against budget to each Board meeting or as the Board determines.
- Ensure that all Internal Controls, specified below, including the Society's expenses policy are complied with and that any payments to Trustees and connected persons are made in accordance with the Constitution.
- Maintain notes describing the whereabouts and access paths for all Society data and documentation held or accessed as Treasurer, including account names and passwords and ensure that these notes are given to two other Trustees

Annual General Meetings

38. The business of the Annual General Meeting (AGM) is to:

- Approve the minutes of the previous year's AGM.
- Receive the annual Trustees' Report.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Elect the Trustees to the Board.
- Agree the membership fees and budget for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

Conduct of Annual General Meetings

39. No discussion shall take place upon the Minutes except as to their accuracy. As soon as any questions have been disposed of, the Chair shall sign the Minutes.
40. The length of individual speeches from the floor shall be not more than five minutes unless the Chair agrees otherwise (in order to permit as many Members as feasible to express their views).
41. The Chair shall decide the order of speakers from the floor of the meeting.
42. The Chair may require the meeting to move on to other business if he/she considers that the matter has been sufficiently discussed.
43. At any AGM or EGM the Agenda shall contain an item 'Any Other Business' during which Members may put forward motions of which no previous notice has been given. If upon a vote the motion is carried, it shall be referred to The Board for consideration and a report thereon shall be made to the next appropriate AGM or EGM.
44. If any Member, in the opinion of the Chair, persistently disregards the ruling of the Chair or behaves improperly or offensively or wilfully obstructs the business of the meeting, then, if two or more Members so move, without further discussion, the offending Member may be required by the Chair to leave the meeting.
45. If at any time during a meeting any misconduct or obstruction renders impossible the orderly dispatch of the business then the Chair may adjourn or suspend the meeting for such period as is considered expedient.



Ballots

46. The election of Trustees, and voting on motions before the AGM, may take place by postal or electronic, not as provided for in the Constitution. If an online ballot be held, postal ballot papers will be sent to any voting member who does not have email or internet access.
47. The Secretary will give notice of Trustee vacancies at least 8 weeks before the date of the AGM. Nominations must be received by the Society 4 weeks before the AGM and must be submitted in writing, giving the name of the candidate and the names and membership numbers of a proposer and a seconder. The proposer and seconder must be full voting members of the Society. Existing Trustees, provided that they are willing and eligible under section 13.1 of the Constitution to stand for re-election, do not require further nomination by a proposer and seconder. Nominations must be accompanied by a Declaration of eligibility to serve as a Trustee (new Trustees only) and a statement by/about the candidate covering issues of relevance to the nomination and totalling not more than 150 words (all candidates).
48. If there is only one candidate for a vacancy, that candidate will be declared elected unopposed. If two or more candidates exist for a post, an election will be held. Postal ballot papers, and/or the details of the electronic online ballot must be sent to members not less than 21 days before the date on which polls close.
49. Members who vote by post or online may not subsequently vote at the AGM. Members who have not voted by post or online may cast their vote in person or by proxy at the AGM.
50. The Chair will announce the results of the ballot, including all proxy and other votes, and will arrange for the results and the audit of the ballot to be sent to all members and published on the Society website. In the event of a tied election for a Trustee post, the outcome shall be decided by the toss of a coin.

Finance

Financial administration

51. Financial Records and Accounts must be kept so that the Society meets its legal and statutory obligations to Her Majesty's Revenue & Customs, the Charity Commission and common law.
52. The Financial Year runs from 1st September – 31st August. Accounts must be drawn up at the end of each financial year within three months of the financial year end and presented to the next Annual General Meeting. Prior to the start of each financial year, the Trustees will construct a budgeted income and expenditure account for the following year and seek approval of it at the AGM.

Internal Controls

53. Three Trustees (normally the Treasurer, Chair and Secretary), should be authorized signatories of the Society's bank accounts. This mandate, and any changes to it, will be approved and minuted by the Board.
54. Three Trustees (normally the Treasurer, Secretary and Registrar), should be authorized to operate the Society's PayPal account. The ability of those other than the Treasurer to make payments from the account may be restricted. These arrangements, and any changes to them, will be approved and minuted by the Board.
55. All PCs and devices used to access online banking systems must be kept secure by using the latest version of their operating system and appropriate anti-virus and firewall protection. The cards issued by the bank for two-factor authentication of access to online banking must be stored securely when not in use.
56. Where possible all payments will be made via Online Banking, so that they are automatically recorded in the relevant accounting software. Incoming cheques should be banked promptly, and ideally using the online deposit system.
57. Cheques should only be used when unavoidable. Cheques up to £250 may be signed by one authorized Trustee but must be immediately recorded in the accounting software. Cheque books (including unused and partly used cheque books) are to be properly secured. Blank cheques will never be signed. The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
58. The Board will set a policy for the delegation of authorization of expenditure, and review this policy each year. Currently the delegations are:

- Treasurer - Up to £250



- Treasurer, with approval of the Chair - Up to £500
 - Full Board of Trustees - Over £500
59. The Treasurer will reconcile the bank account with the accounting records at least every three months and will report on the state of the accounts to each Board meeting.
60. The Chair, or another Trustee nominated by the Board, will have read-only access to the accounting software and will carry out twice-yearly checks on the accounts.
61. All tax-paying members should be encouraged to allow Gift Aid to be claimed on their subscriptions. The Treasurer should submit an annual Gift Aid claim, and regular checks carried out to ensure that take up is maximized and all eligible repayments are claimed. Membership forms, including online forms, that include a Gift Aid declaration must be retained for six years beyond the date on which the last subscription was paid.
62. A report comparing actual income and expenditure with the budget should be presented to the Board of Trustees every three months or whenever meetings take place.
63. The Board is to review all Internal Control measures annually.

Expenses and Honoraria

64. The Society will reimburse Board members and Sub-Committee members, and others approved by the Board to act on behalf of the Society, such expenses actually and reasonably incurred by them in connection with officially approved duties.
65. Vehicle mileage will be paid at 56p per mile – this figure is to be maintained in line with HMRC approved rates
66. Other expenditure must be evidenced by original receipts and approved by Trustees before being incurred.
67. Expenses should be submitted for approval promptly using the correct claim form. Claims should be paid within 15 working days by bank transfer. Claims will not be paid in cash.
68. The Society makes high demands in administrative functions from certain Officers, who may also be called upon to deliver additional projects. Because of the exceptional demands made upon these Officers, the Board may, in accordance with Clause 6(2) of the constitution, award an honorarium in recognition of the time given and work done. When considering honoraria the Trustees must:
- Establish that the work requiring to be done is essential to furtherance of the Objects of the Society.
 - Establish that the work required could not be bought in more cheaply.
 - Agree a formula that links the honorarium directly to the requirements of the Society and the work and commitment of the Officer but takes account of that person's charitable intentions.
 - Report the proposed honorarium to the AGM.

Reserves Policy

69. The Society's Reserves Policy is designed to provide a level of working capital that protects the continuity of the Society's core work and provides cover for risks such as unforeseen expenditure or unanticipated loss of income. The Society's core work is assessed as the provision of the online flock book, member services and other resources via the Society website. These services, plus the essentially administration required to support them currently cost around £2,000 per year. As income is mainly derived from subscription and registration fees, the Society is less susceptible to variation in income than charities which depend on fundraising. Unforeseen expenditure is unlikely to exceed £1,000, except in the event of a regional or national outbreak of a notifiable disease when the Society may be called upon to help protect and support the breed.
70. The Trustees therefore judge that the Society must retain minimum reserves of £5,000. This figure shall be reviewed annually by the Board as part of the budget-setting exercise.

Communications

Documents

71. All official correspondence is to use the Society's letterhead, including the charity's registration number.
72. Documents should be prepared in Word, using Arial or a similar font and a 12 point typeface to aid accessibility.



73. Letters should normally be emailed to the recipient, having first been converted to PDF format. Copies should be printed and posted only if the recipient does not have email access, or has requested a hard copy.
74. Copies of all documents are to be retained in an online filing system, overseen by the Secretary and maintained by the Society Officers, each in their own area of responsibility. Paper copies of documents should not be held, save for specific purposes and Officers are to ensure that all files conform to the Society's data management and retention policies.

Emails

75. Trustees, Officers and those acting on behalf of the Society should use only Society email accounts for official business.
76. Emails should use Arial or a similar font and an 11 point typeface to aid accessibility. The email should conclude with a signature block containing the name and appointment of the sender, the Society's name and website address, and its registered number as a charity.
77. Copies of emails, sent or received, should be retained for no longer than is necessary. Society email users should regularly weed out their folders of sent and received emails, archiving those emails that need to be retained and placing a copy of any important email in the Society's online filing system. Particular attention should be paid to any email that contains personal data, and users must ensure that the filing of all emails conforms to the Society's Data Management and Retention policies.

Social Media

78. The Society participates in a number of social media channels, including Facebook, Instagram and Twitter, with the aim of publicizing the Society's work, providing a service to, and communicating with our members.
79. All social media accounts are to be approved by the Board, who will ensure that sufficient administrators and moderators are in place and that appropriate guidelines for the use of the account have been issued.
80. Those responsible for the operation of Society social media accounts are to ensure that all content has a purpose and is of benefit to the Society and its members. The tone should be positive and informative, adding value by seeking to answer questions, help and engage with members and the public.
81. Content must be accurate and in line with Society policy. Officers and Trustees must take particular care to distinguish between their personal views and those expressed in their official capacity. As a general rule they should not express a personal opinion on a Society social media channel so as not to risk this sort of confusion. They must also be aware of the potential for misunderstanding when posting on private or third-party social media sites.
82. All those posting on social media are expected to comply with the Society's Codes of Conduct. They should not bring the Society or the Breed into disrepute on any social media channel. On the channels for which the Society is responsible, every member is responsible for their own compliance with this policy. Members must:
 - Avoid making defamatory comments about individuals, organizations or groups.
 - Never use or adapt someone else's images or written content without permission or fail to acknowledge the source or citation, when permission for use has been granted.
 - Not breach confidentiality or misuse personal data.
 - Not post content that could be considered discriminatory against, or bullying or harassment of, any individual, on either an official Society social media channel or a personal account. For example:
 - making offensive or derogatory comments relating to sex, gender, race, disability, sexual orientation, age, religion or belief
 - using social media to bully another individual
 - posting images that are discriminatory or offensive or links to such content
 - Take particular care when communicating with young people under the age of 18.

Data Protection

Data Management

83. The Society will comply fully with GDPR and all other data protection and privacy legislation. The Society's Data Management Policy is at Appendix 2A.



Privacy Policy

84. The Society's Privacy Policy is to be published on the Society website and may be found at Appendix 2B.

The Breed

Breed Standard

85. The Society's Breed Standard is Annex A to the Constitution.

Registration Regulations

86. Full and Honorary Members of the Society are entitled to register sheep in the national Flock Book and receive a pedigree certificate for each sheep whose parentage is verified by its owner/breeder as complying with the Society's Breed Standard.
87. Any Member whose sheep is refused registration shall be entitled to appeal to the Society in accordance with the Society's Complaints Procedure set out in Appendix 1B.
88. The Society may also register any sheep whose parentage is not known or uncertain but which is deemed by inspection to conform to the Breed Standard, subject to such conditions as the Society may decide.
89. The full Registration Regulations are set out at Appendix 3.



Ouessant Sheep Society

Constitution Appendix 1A – Codes of Conduct

The Society

The Society will:

1. Treat people with dignity and respect regardless of race, nationality, gender, sexual orientation, gender reassignment, disability and/or age.
2. Value and respect people's feelings at all times and will not tolerate discrimination or harassment.
3. Take complaints of discrimination and harassment very seriously, investigate them thoroughly, and take appropriate action to ensure that the Society remains safe and inclusive for all.

Members

The Society expects its Members to:

4. Behave ethically, abiding by this code of conduct and acting in such a way that maintains and enhances the reputation of the Society.
5. Adhere to animal health and welfare standards set by DEFRA and to place the health and welfare of your sheep first.
6. Conform to all legal requirements for their sheep, including identification requirements and movement regulations.
7. Record accurately the information required by the Society for registration of sheep and to conform to the Society's registration rules.
8. Keep the Society Flock Book up to date, recording births, deaths and transfers and completing any Survey or Census instigated by the Society.
9. Register with the Society only those sheep that meet the pedigree requirements of the Society and conform to the current Breed Standard.
10. Give information in writing to the Society's Secretary without delay of any case of alleged misrepresentation or inaccuracy in the particulars furnished by any Society Member with reference to the pedigree or identity of any animal, and to assist the Officers of the Society to investigate any such case.
11. Treat all other members of the Society with consideration, respecting diversity, different views and opinions, and avoiding giving offence.

Sales

Members of the Society agree to abide by the following code of conduct when offering Ouessant Sheep for sale.

12. Members Selling Should:

- a. Advertise registered Ouessants on the Society website.
- b. Describe as 'Pedigree Ouessants' only those sheep registered or birth-notified in the Society Flock Book.
- c. Make clear whenever a sheep that is neither registered nor birth-notified is offered for sale, explain the reasons for non-registration to the buyer and not suggest that the sheep could be 'registered later'.
- d. Provide a printed copy of the OSS Registration Certificate to accompany every sale of a registered



- sheep. Provide the OSS number of the sire when selling a ewe in lamb.
- e. Declare any known faults in breeding ability, conformation, temperament and ancestry, where this relates to the intended purpose of the purchaser.
 - f. Not knowingly sell line bred, or inbred, stock or related male/female pairs without declaring them as such.
 - g. Ensure the sheep is in good health, with all routine husbandry completed, and provide the purchaser with proper records of the sheep's medical history and last worming and vaccination dates.
 - h. Advise the intended purchaser of the welfare requirements of Ouessant sheep, to avoid selling sheep which might be kept alone, or kept in unsuitable conditions or on inadequate grazing.
 - i. Offer after-sales help and advice whenever needed by the purchaser.
 - j. Recommend membership of the Ouessant Sheep Society.
 - k. Notify as soon as possible the transfer of the sheep, and the details of the purchaser, in the online flock book or to the Registrar via email.
 - l. Be honest and truthful in all matters relating to the sheep being offered for sale.

13. Members Buying Should:

- a. Ensure the sheep you are buying is registered or birth notified with the OSS.
- b. Check the pedigree and kinship of sheep on their certificates or in the online flock book before buying.
- c. Check the sheep's conformation against the breed standard.
- d. Check the health and condition of the sheep, as best you are able.
- e. Ensure that each sheep is accompanied by a hard copy of its registration certificate, and that you receive details of its medical history.
- f. Physically check the ear tag number of each sheep against the number recorded on the registration certificate and movement documentation.
- g. Ensure that all sheep bought are transferred to your ownership in the OSS Flock Book.

Trustees and Officers

Trustees and Officers of the Society have a duty to:

14. Accept the responsibilities of their position, and act at all times in the best interests of the Society, ahead of any other professional or personal interest. They should at all times consider what is best for the Society and its members, and not bring the Society into disrepute.
15. Use their knowledge, expertise and experience to take the best decisions they can in the interests of the Society. The Board acts collectively and its decisions are collective rather than decisions of individual Trustees.
16. Be familiar with the Society's Constitution and governing documents and act in accordance with their terms and any relevant legislation.
17. Manage conflicts of interest effectively. In the course of meetings or activities, Trustees will disclose any interests in a transaction or decision where there may be a conflict between the Society's interests and the Trustees interests (which include the interests of any relative or close friend or any person or entity that the Trustee is involved with).
18. Prepare for meetings by reading the agenda, papers and any emails before the meeting. Attend meetings when possible and give the Chairman prior notice of absence when it is not.



19. Actively engage in discussion and debate at meetings, listening carefully, challenging sensitively, and avoiding conflict. As a member of the Board of Trustees, accept and uphold collective decisions, including majority decisions, as a Board.
20. Respect confidentiality, and work considerately and respectfully with all, respecting diversity, different roles and opinions, and avoid giving offence.



Ouessant Sheep Society

Constitution Appendix 1B – Complaints Procedure

The Ouessant Sheep Society aims always to operate in an efficient, effective and fair manner, and to abide by its constitution, policies and rules. It is committed to treating all society members and all members of the wider public fairly and equally. The Society acknowledges that members may be dissatisfied in their dealings with the Society, or with other members. Let us know and we will make every effort to resolve the cause of the dissatisfaction quickly, efficiently and without resort to formal complaint proceedings. Should we be unsuccessful, however, the following complaints procedure is available to all members:

Stage 1 : Raising a Concern – the informal procedure

Contact the society officer, trustee or other person responsible for the matter and tell them of your concern.

- They will attempt to resolve the problem directly within 7 days. If this time scale is impossible they will tell you why, within 7 days, and give you a date when the problem will be considered and a resolution attempted.
- The Board of Trustees will be made aware of your concern only after this stage has been concluded.

Stage 2 : Formal Complaint

If stage 1 has been unsuccessful, you may make a formal complaint. You should send the details of your complaint, in writing and by registered post, to the Chair of Trustees. Including any relevant proof associated to the complaint, including, but not limited to,

- Copies of email correspondence
- Screenshots from social media
- Copies of written correspondence

Where no valid or relevant proof is provided to support the complaint, the complaint shall be deemed invalid, and no further action will be taken. The Officer or member of the Board of Trustees managing the complaint will write to the complainant stating their decision and the reason for taking it. In any circumstances where the complaint relates to the Chair, it should be addressed to the Secretary. Complaints may be made in the first instance by telephoning or emailing the Chair or Secretary but must be followed up in writing, before the complaint may be investigated. Your name and contact details must be included.

- We will provide written acknowledgement of the complaint by email or post within 48 hours.
- The Chair will appoint a panel of three independent Trustees to investigate your complaint, take evidence from the officer, trustee or member involved, and then write formally to you, within 15 days, to tell you of the outcome. In this process, the panel may contact you for further explanation.
- If the complaint cannot be resolved in the short-term a letter will be sent to you within 15 working days of the original complaint, clearly explaining the delay and what we are doing to resolve the matter.
- If the Society is at fault it will apologise, explain how the problem occurred and let you know the measures being taken to prevent it happening again.

It is important to note, that where a complainant states that the complaint is being made by more than one member, or that they are representing, or speaking on behalf of another member or members of the OSSCIO, this claim should be supported by written, signed consent from the “other members” stating that the complainant is representing them for the purposes of this complaint. This written, signed consent should clearly show the member’s name and signature. Where no written, signed consent is submitted, the complaint shall be deemed invalid and will be closed. The Officer or member of the Board of Trustees managing the complaint will write to the complainant stating their decision and the reason for taking it.

Stage 3 : Appeal to Chair of Trustees

If you remain dissatisfied with the decision, you can make a formal appeal to the Chair of Trustees. This should be in writing and needs to set out the reasons why you think the panel’s decision is wrong.

- The Chair of Trustees will acknowledge your appeal within 48 hours.
- The Chair will contact you to arrange a formal meeting, usually in the form of a conference call, to discuss your appeal. A trustee who has not been involved in the complaint so far will attend only to take minutes of the meeting,
- Both you and the Chair will then sign your agreement to the minutes, to which the Chair will append their decision.



If your complaint concerns the action of the Chair of Trustees, then the Chair will be replaced in Stages 2 and 3 by a suitable Officer of the OSSCIO. Where all the OSSCIO Officers are named in the complaint then the Board of Trustees will vote to nominate an investigating Trustee who will report directly to the Board of Trustees, not including those the complaint has been raised against.

The Society officer dealing with your complaint may also refer the complaint to the Board of Trustees to endorse the findings or take further action as necessary. The matter will then be considered by the Board at the next available meeting. The Secretary will convey the Board's findings to you within 10 working days of the meeting.

Records of any complaints received will be kept by the Society for two years from the date of the initial communication and will be made available for inspection if necessary. The records will include the name of the complainant, the substance of the complaint and the actions taken in resolution.



Ouessant Sheep Society

Constitution Appendix 2A – Data Management Policy

1. Introduction

1.1 The Society takes privacy and data protection very seriously. Although a small organization with limited resources, the protection of personal data must be a top priority at all times. Those entrusted with personal data must be familiar with this policy and implement it fully. Training will be provided to Board members where required and this policy is to be reviewed by the Board of Trustees annually.

2. Data

2.1 **Members of the Society.** The Society holds the names and addresses, telephone numbers, email addresses, holding and flock numbers, Gift Aid details, payment method details, payment history and membership status details for all members of the Society. These data are linked to the records of the animals bred and owned by the member. The data are derived from membership application forms and from Standing Order Mandates and Gift Aid forms, where appropriate. Since 2019, the membership forms and payment and other details have been completed and held online using the LoveAdmin system.

2.2 **Non-Members.** The Society may hold the name, address, telephone number and email address of non-members of the Society. This information has been obtained from enquiries to the Society, or from the processing of transfers of sheep to the non-member. In the latter case, the non-members details will be linked to the records of the sheep that he or she has acquired.

3. Holdings

3.1 The above data are held

- a) Within the Grassroots database software running on the Registrar's computer and are backed up at the Grassroots website, onto a memory stick and onto the Registrar's Network Attached Storage device.
- b) Within the LoveAdmin database online.
- c) In the Zoho Books accounting software (payment records only).

3.2 The Society has made a conscious decision not to place members' full personal information online. Members may consent to share selected items of limited information (email address and phone number only) with other members of the Society. These may be found:

- a) Within the Grassroots database – Name, Flock Name, Email Address*, Telephone Number*.
- b) On the Society Website – Name, Email Address*, Telephone Number*, non-specific location. Members' addresses and any other information are not shared.

* Requires specific consent of member.

3.3 A separate list of names and email addresses, derived from Grassroots, is held within the MailChimp utility and is used to deliver the Society newsletter.

3.4 The Society Treasurer and/or Membership Secretary retains hard copies of historical membership application forms, standing order mandates and Gift Aid declarations.

4. Purpose

4.1 The Society uses the following purposes as the lawful basis for processing data.

- a) **Contract** The processing of members data (or that of non-members applying to join the Society) is necessary for the Society to perform the contract that the Society has with the individual to provide the individual with membership of the Society (or relates to specific steps that are necessary before entering into that contract).
- b) **Consent** Members additionally have given clear consent for the Society to process their data for a specific purpose. Consent must be freely given, specific, informed and unambiguous.
 - i. The consent of members is explicitly required on their membership application form and is recorded in the LoveAdmin database. Further explicit consent is given when members post a comment or an advertisement on the Society website.



- ii. For non-members, explicit consent is contained within any request for information or enquiry to the Society. The Society's Privacy Policy is displayed on all sources of enquiry. When processing transfers of sheep to non-members, the Privacy Policy must be explained with the dispatch of new certificates, along with a request for consent to continue processing the non-members data.
 - iii. Members opt in to the Newsletter mailing list. The opportunity to opt out and to be removed from mailing lists is included on every newsletter; such requests are processed automatically by MailChimp.
 - iv. If any person is under 16 years of age, the above consents must be signed by a parent or guardian. This is reflected on the Society membership form.
- c) **Legal Obligation** The Society must comply with all legal obligations. This will include the processing of financial records to comply with HMRC and Charity Commission requirements, even though the contractual basis for processing – i.e. an individual membership – may have lapsed.
- d) **Legitimate Interests** The Society may also have a legitimate interest to process members' data beyond the lawful purposes described above. This includes the investigation, determination and recording of complaints made by members against the Society or other members.
- 4.2 The Society's Privacy Policy is displayed on the website, is sent to all new members and the relevant extracts of it are explained to non-members.
5. **Data Security**
- 5.1 **Electronic** The Registrar's laptop computer, data stick and network attached storage device and the Grassroots database that they contain are all password protected. The Pedeweb system, and backups transmitted online to Grassroots are encrypted and password protected. The LoveAdmin, MailChimp, and Zoho Books online systems and the members area of the Society website are all secure websites and password protected.
- 5.2 **Physical** All hard copies of membership forms, standing order mandates, gift aid forms, membership lists, certificates, surveys etc. are to be stored in a proper file that prevents their loss or disclosure and allows easy retrieval. All files are to be securely stored when not in use. Other than for the production of the Society's annual accounts, there should be no need to produce further hard copies of any of the information held online.
- 5.3 **Duration** Full personal data on members are held indefinitely. Should membership lapse, then personal data that is no longer required, such as membership forms and standing order mandates should be destroyed after 3 years, subject to the requirements of HMRC for adequate record-keeping. In particular, Gift Aid mandates should be retained for 6 years beyond the date of the last claim. Data relating to complaints are held for a period of 2 years from the date of the complaint. The remaining essential members' data, and the equivalent data for non-members who have given consent, are held indefinitely. Should no consent be received from non-members after 3 years then the electronic records are cleansed, retaining only sufficient information as to identify the unique owner of a sheep, with no personal data attached.
- 5.4 **Disposal** Care should be taken so that only the latest electronic versions of datasets, including database backups are retained. Previous versions should be securely deleted. Should any computer, data stick, hard drive or similar be disposed of, it must first be wiped to an appropriate standard so that all data are destroyed. Hard copies of records are to be shredded or burnt on disposal.
- 5.5 **Requests for Removal** Should the Society receive a request from any person who wishes their data to be removed from the system, the Registrar, Secretary, Treasurer and Membership Secretary will first confirm where those data are held and will then remove and safely dispose of the records. They will formally confirm to the Board of Trustees when this action is complete, and this is to be recorded in the minutes of the Board meeting.



Ouessant Sheep Society

Constitution Appendix 2B – Privacy Policy

We take your privacy seriously, whether you're a member of the Society or just visiting our website. We know that sharing your information with us takes great trust, so we want you to be confident that it's being looked after. We've explained how we collect it and how we use it below.

On our website

The OSS website only uses cookies (small pieces of data stored on your computer or mobile device) to help the website run more effectively. The Society does not collect any data from the website cookies. You will be offered the choice of accepting or blocking cookies when first accessing the site.

We may ask you for an email address so we can send you news and information about the OSS, follow up a request for information, or ask you for more details.

In our Membership List and Flock Book

We collect the details of members of the Society from membership forms which allow you to give your consent to the extent to which we may hold and process your data. The details of breeders and owners of sheep are also collected from birth and transfer records and are recorded in the national Flock Book.

Use of information

Personal information is used for the legitimate interests of the Society to administer the Society and the national flock book, and in the performance of contracts with members to provide their membership and the registration of their sheep in the flock book. We ask for your consent to share any information with other members and you may choose which contact details will appear in any advertisement you place on the site.

We have made a conscious decision to show only the minimum of personal information online. The website contains no personal data, other than the log in details required to access the members' area of the site and the contact details that members have chosen to share with other members. The approximate location only of all members in the UK is also shown but detailed addresses are not included. The online flock book contains only sufficient information to identify the owner of a sheep, and their chosen contact details, as above.

We do not share personal information, including your email address, for third parties to contact you with their own information. We will share your details within the OSS, or with our third party IT service providers to communicate with you, or administer your membership or your flock, but nothing beyond this. The flock book is managed online by Grassroots Ltd and membership management is provided by Loveadmin.com, both of whom are based in the UK and comply with all relevant legislation.

Information provided to us, such as your name or address, is saved indefinitely and may be stored on one or more databases directly managed by us or a specialist approved service provider. We do all we can to ensure that your information is secure and is only used appropriately. In particular we:

- only process information necessary to establish or maintain membership, manage the national flock book or to promote the interests of the breed;
- only process information necessary to provide or administer activities for people who are members of the Society or have regular contact with it;
- only share the information with people and organisations necessary to carry out the Society's activities, and
- only keep the information while the individual is a member or supporter or as long as is necessary for the administration of the Society and the flock book.

2018 General Data Protection Regulation (GDPR)

As a not-for-profit organization, the OSS is not required to register with the Information Commissioner's Office (ICO). We do, however, adhere to the principles of the GDPR and strive to adopt the ICO's best practice wherever possible and you have the right to complain to the ICO if you think that your data are being mishandled or misused. We hold any details you give us for administration purposes as a Data Controller.

If you would like to know what information we have about you, or you do not wish to receive any future information or updates from us at OSS, or would like your data to be removed from our records, please write to: Data Controller, OSS, Germoe Veor, Germoe, Penzance, Cornwall, TR20 9QX

email: webmaster@ouessantsheep.org.uk





Ouessant Sheep Society

Constitution Appendix 3 - Registration Regulations

Flock Book

1. The Society maintains the Flock Book as a record of all registered sheep; however, each owner should keep accurate records of all Ouessant sheep owned by him/her to enable the breeding of all sheep in the flock to be known.
2. The Society will enter into the Flock Book all Ouessant Sheep that are eligible for entry under the Society's breed standard and registration regulations, without discrimination on account of their country of origin.

Flock and sheep naming

3. Owners may name their flocks and their sheep. If they choose to do so then the following rules shall be applied:
 - a. An owner's Flock Name (prefix or suffix) must be registered with the Society. It must be unique to the member and may not be transferred (or repeated, should the original registration of the Flock Name lapse).
 - b. The Flock Name may only be used on sheep born in that flock and may not be changed, even if the animal is sold to another breeder.
 - c. Individual names may be given to registered sheep, either in combination with a Flock Name or without. Once registered in the flock book a sheep's individual name may not be changed.
 - d. If a ram is named, then the combination of Flock Name and individual name must be unique.
 - e. The total length of a sheep's name (Flock Name plus individual name) must not exceed 40 characters including spaces.

Registrations.

4. Applications for registrations are to be made by the owner of the sheep.
5. Owners should notify the birth of all sheep, including those (such as wethers) that will not be registered. No charge shall be made for birth notifications.
6. Fees shall apply for all registration applications.
 - a. Non-member owners whose sheep are registered in the society flock book Zootech Annex for certified imported sheep, will be charged an additional administration fee for initial registration and an annual maintenance fee per registered sheep.
7. Sheep may be registered at any age. However additional fees may apply to ewe lambs registered outside of their year of birth and to rams older than 3 years.
8. To allow the selection of breeding stock, previously birth notified rams may be registered up to the age of 3 years without any late registration penalty fee. Although rams may be registered at any stage, owners are discouraged from breeding from rams in their first season, before the quality of the ram can be fully assessed.
9. All registered sheep and birth notified sheep will be allocated a registration number.
10. The breeder of a sheep is defined as the owner of the sheep's dam at the time the sheep was born. Only the breeder of a sheep may register it in the Main Register.
11. The Registrar should be notified, using the online flock book where possible, of:
 - a. The sale and/or transfer of ownership of a registered sheep. Any sheep sold or transferred should be accompanied by its Society issued Pedigree Certificate.
 - b. The name, address and email address of the new owner of transferred sheep, or their membership number if they are members of the Society.



- c. The death of any birth notified or registered sheep.
- d. The castration of any birth notified or registered sheep.
- e. The replacement of any ear tag with a different number. An updated registration certificate will be issued.

The Main Register

11. Sheep are eligible to be registered on the Main Register if they fall into one of the following categories:
 - a. Both parents of the sheep are registered on the Main Register, and can be individually identified. The breeder should normally register such sheep.
 - b. The sheep is the progeny of a sheep in Stage C of the Annex to the Register and a registered ram (see Regulation 13).
 - c. The sheep is imported and accompanied by a pedigree issued by a recognized European Ouessant sheep society.
 - d. The sheep is a progeny of:
 - a female sheep registered on the Reinstatement Annex and a registered ram; and
 - has passed inspection as laid down by Regulation 16.

The Annex

12. This is a three-stage register for **female sheep only** that do not meet the criteria for entry in the Main Register. Sheep registered at each stage will be identified by a suffix to their registration number, either A, B or C. The criteria for registration in the Annex are:
 - a. Sheep to be registered in stage A must pass inspection as laid down in Regulation 16.
 - b. Sheep to be registered in stage B must be the female progeny of a sheep registered in stage A and an approved ram
 - c. Sheep to be registered in stage C must be the female progeny of a sheep registered in stage B and an approved ram
13. The male and female progeny of a sheep registered in stage C and a registered ram will be eligible for registration in the Main Register.

The Reinstatement Annex

14. The purpose of this category is to provide a path for the reinstatement of **female sheep only** onto the Main Register after a loss of identity. Sheep registered on the Reinstatement Annex are identified by the letter 'R' as a suffix to their registration number. A sheep is eligible to be registered on the Reinstatement Annex if it is:
 - a. A female who has parents who are registered on the Main Register but one or both of which cannot be positively identified as a result of
 - incapacity or death of their breeder; or
 - loss of ear-tags; or
 - other exceptional circumstances; and
 - b. And has passed inspection as laid down in Regulation 16.

The Zotech Annex – Non-Member Owners

15. The Zotech Annex within the society flock book is specifically for non-member owners who wish to register their imported, Zotech certified sheep with the society. The non-member owners will have no access to the society flock book, access to any other member-only areas of the website, or enjoy any of the benefits of membership of the society. Non-member owners will have to comply with the entry requirements for main section animals. If the non-member owner decides to become a full member of the society, their sheep will be moved from the Zotech Annex to the main section of the register upon completion of the relevant checks and inspections.



The Ram Approval Scheme

16. The Ram Approval scheme is open to all rams registered on the Main Register. This scheme is voluntary, although all members are encouraged to take part.
 - a. Owners of rams may apply to have them inspected for Approval.
 - b. Inspections will be carried out as laid down in Regulation 16 but to a higher standard than simply confirming that the sheep is in-standard. Characteristics described as 'not desirable' in the Breed Standard shall not be allowed and the ram must be within the optimum height range laid down by the Society. The Society may issue further guidance to inspectors as to the requirements of the scheme.
 - c. Rams that pass inspection will be issued with new pedigree certificates describing them as 'Approved Rams'.
 - d. Approved Rams will be identified in the Flock Book by an asterisk appended to the ram's OSS number.
 - e. The first generation progeny of Approved Rams will be indicated in the Flock Book by a + character appended to the sheep's OSS number.

Inspections

17. Where inspection is required before registration, the inspection will be carried out by an independent inspector appointed by the Board. Where possible two such inspectors will be appointed. The sheep to be inspected shall have
 - a. Two broad (adult) teeth fully erupted,
 - b. At least an inch growth of second fleece, and
 - c. All ear tags in placeInspection fees apply.
18. Further confirmation of the adult height of an inspected sheep may be required and should take place not before the sheep has reached 3 years of age.