

PATTERNED CLOWDER CLUB Inc

Incorporation Number: A45471



Patterned Clowder Club Inc

RULES

25th October, 2024

1 NAME

The name of the incorporated association is the PATTERNED CLOWDER CLUB INC., referred to herein as “the association”.

2 DEFINITIONS

The Rules may be referred to as “The Constitution”.

“**Committee**” means the committee of management of the association.

“**General meeting**” means a meeting of the association convened in accordance with these rules, open to all members including provisional members of the association for discussions and where the full members with voting rights will be invited to vote on any motions proposed at the meeting.

“**Annual General Meeting (AGM)**” is an annual meeting called by the association Secretary with the main purpose of holding elections of the Committee and the presentation of annual reports submitted by the President, Secretary and Treasurer.

“**Special General Meeting**” is a meeting of all association members called by the association Secretary to discuss a single topic of such importance that the Committee feels cannot be deferred until the next AGM.

“**Executive**” means President, Secretary, Public Officer and Treasurer.

“**In-Camera**” describes that section of a committee meeting that is closed whilst information is discussed that is not recorded in the minutes or divulged to the public. Such sessions may discuss incidents or people, financial, legal or other sensitive decisions that must be kept confidential but allow full and open debate strictly between those present and strictly at that time only. That means that all people present at the meeting are bound not to divulge any of the discussion, even to close friends or family members.

“**Secret Ballot**” refers to a ballot held where each person votes on paper in secret.

“**Member**” means a full, corporate, founding member with voting rights of the association.

“**Provisional Member**” means a provisional member with right of attendance and participation in discussions but no voting rights within the association for a minimum of 12 months from the date of application for membership and must have the committees passing vote at AGM to transition to full membership with voting rights & privileges.

“**Month**” shall mean a calendar month.

“**Special resolution**” means a special resolution defined in the Act.

“**The Act**” means the Incorporations Act 1985

“**The Regulation**” means Associations Incorporated Regulations **2023** (SA)

3 OBJECTS OR PURPOSES OF THE ASSOCIATION

The objects of the association are:

- (a) To be an affiliated member of the Governing Council of the Cat Fancy of South Australia whose members are bound by the Rules, By Laws and Codes of Conduct as exhibitors and breeders of the same.
- (b) To encourage responsible cat breeding, responsible cat ownership and respectful sportsmanship.
- (c) To encourage new owners, breeders and show attendees and all those interested in the cat fancy and to support them while learning.
- (d) To educate the public concerning cats, breeds, care, and responsible ownership and promote the benefits of cat ownership as companion animals.
- (e) To educate the members and the general public about the Cat Fancy and promote an enjoyable family friendly environment for the Cat Fancy Community.
- (f) To encourage a high standard of breeding in compliance with the Australian Cat Federation breed standards.
- (g) To run a minimum of one annual cat show in accordance with the Rules and Codes of Conduct of the Governing Council of the Cat Fancy of SA.
- (h) The association shall be a non-profit making association.
- (i) To bring the voted preferences of the Associations membership to the Governing Council of the Cat Fancy of SA meetings/agenda topics via the Associations delegates to ensure the memberships wishes are made known within the greater cat fancy and a voice given.

4 POWERS OF THE ASSOCIATION

The association shall have all the powers conferred by Section 25 of the Act to further the objects of the association.

5 MEMBERSHIP

Any person/s or corporations who is/are interested in felines is eligible for membership.

5.1 TYPES

5.1.1 PROVISIONAL MEMBERSHIP

Provisional Membership shall be open to any person/s interested in felines residing at the same physical address or breeding under the same prefix of the age of sixteen (16) years and

over. Any persons wishing to have benefits of “members exhibition privileges” at the annual show but with no further interest in the running of the club or any person/s returning for membership after a suspension. Subject to the restrictions and limitations prescribed by or pursuant to, the Rules, the rights of a Provisional Member shall:

- (a) Accept a minimum 12-month probation period under which time they must represent the Association with ethical and moral sportsmanship,
- (b) have paid their current membership fees.
- (c) have the right to attend, speak, at any General Meeting of the Association, to be appointed to any subcommittee within the Association but may not hold Office, Position or Committee while under probation.
- (d) To receive benefits as a member at shows.

5.1.2 JUNIOR MEMBERSHIP

Junior Membership shall be open to any person/s interested in felines residing at the same physical address under the age of sixteen (16) years. Subject to the restrictions and limitations prescribed by or pursuant to, the Rules, the rights of a Junior Member shall be:

- (a) Able to attend, speak, at any General Meeting of the Association. But may not be allowed to vote or hold a position.
- (b) Have paid their current membership fees.
- (c) To receive benefits as a member at shows.

5.1.3 FULL MEMBERSHIP

Full Membership shall be open to any person/s residing at the same physical address or breeding under the same prefix of the age of sixteen (16) years and over. Subject to the restrictions and limitations prescribed by or pursuant to, the Rules, the rights of a Full Member shall:

- (a) Have completed a minimum of a the 12-month probation of provisional membership,
- (b) Be accepted by the committee vote at AGM to transition to full membership,
- (c) Have paid their current membership fees.
- (d) Be able to attend, speak and allowed one vote per household, at any General, Special or AGM Meeting of the Association, to be appointed to any office, position, committee, or subcommittee within the Association.
- (e) To receive benefits as a member at shows.

5.1.4 FOUNGING MEMBERSHIP

Appointment as a Founding Member shall be available only to members who have been present at the initiation of the Association. Have paid the founders membership subscription and agreed to hold an office, position or committee position from initiation. Subject to the restrictions and limitations prescribed by or pursuant to, the Rules, the rights of a Founding Member shall be:

- (a) To attend, speak and allowed one vote per household, at any General Meeting of the Association.
- (b) Are required to have held an office, position, or committee position within the Association from initiation.
- (c) Have paid their current membership fees.
- (d) Allowed to publish that they are a founding member of the Association on publications while they are a current financial member. If their membership is ever to lapse, then the title of Founding Member also lapses and cannot be regained unless submitted to the committee for a vote at the next AGM and receiving a unanimous result.
- (e) To receive benefits as a member at shows.

5.1.5 LIFE MEMBERSHIP

Appointment as a Life Member shall be available only to members who have rendered special service to the association and have been recommended by the Committee. Such membership must be approved by no less than four-fifths of members present at an AGM. Subject to the restrictions and limitations prescribed by or pursuant to, the Rules, the rights of a Life Member shall be:

- (a) Life Members will not incur any further membership fees, will retain their Full or Founder membership and
- (b) will maintain their voting rights of one vote per household, at any General Meeting of the Association to be appointed to any office, position, committee, or subcommittee within the Association.
- (c) To receive benefits as a member at shows.

5.1.6 PATRON

The association may appoint a Patron(s) who will be given Honorary Membership for a term to be determined by the Committee. Subject to the restrictions and limitations prescribed by or pursuant to, the Rules, the rights of a Patron shall be accorded all the rights and privileges

of a Full Member during that time.

5.1.7 CORPORATE

Corporate Membership shall be open to businesses and organisations who have an ABN and an ASIC registered business name, as approved by the Committee. Each financial Corporate Member may appoint one representative, who does not already hold membership within the Association, to represent it within the association. Each such representative shall have all the privileges of Full Membership without the payment of any further subscription by that representative. Corporate Members shall notify the Secretary in writing of their representative and may from time to time in writing, revoke any such appointment and substitute another representative. A Corporate Membership is allowed to not nominate a representative, in this case the Corporate Membership is relinquishing their voting rights for that annum, they may upon renewal chose to implement a representative and regain voting rights. Subject to the restrictions and limitations prescribed by or pursuant to, the Rules, the rights of a Corporate Member shall be:

- (a) To attend, speak and allowed one vote via their representative per corporation/business, at any General Meeting of the Association.
- (b) Are required to support the Association with sponsorship of funds, services or products for the Annual Show as outlined in the subscription requirements.
- (c) Allowed to publish that they are a corporate member and have use of the Associations Logo on any of their sites/media to show their support & donations of the non-profit Association while actively a member in good standing.
- (d) Have their business logo/links published on the Associations sites/media no less than 4 times per annum with the Associations acknowledgment of their corporate membership and support/service/sponsorship/items provided while actively a member in good standing.
- (e) The Association will publish promotional photo within 14 days after the Annual Show depicting products, service, ribbons, prizes that are sponsored by the Corporate with the Corporations Logo/Links while actively a member in good standing.
- (f) Invoice will be provided of corporate subscription, along with invoice with receipt of product value, services rendered, or funds donated for sponsorship so that the corporate member has record of their donation to a non-profit for tax purposes.
- (g) Have paid their current membership fees.

5.2 SUBSCRIPTIONS

- (a) All members and affiliates, other than Life Members, shall be liable to pay an annual subscription.

- (b) Subscriptions are due and payable in full on 1st July each year and cover the year to the following 30th June.
 - (c) Subscriptions paid prior to 1st June will lapse on the 1st July regardless of their membership application date.
 - (d) A member becomes financial when their subscription for the current year has been paid and then accepted by the following committee meeting held after application is received.
 - (e) Renewal of Full Membership, Corporate Membership or Founding Membership does not require committee approval to renew and become financial. There is a one-month grace period for renewals to be paid. Any renewal lapsed without payment after the 1st of August is no longer considered a renewal but a new application for provisional membership. It is at the discretion of the committee to vote to wave provisional probationary requirement, on any lapsed membership, if reason for lapse was due to extenuating circumstances and deemed acceptable to the committee.
 - (f) A Provisional Membership is granted with a minimum 12-month probationary period with the following rights:
 - (i) Right of attendance and discussion at membership meetings but no voting rights are allowed within the association for a minimum of the first 12 months from application of membership. Upon completing their minimum of 12-month probation they are allowed to request transition to Full Membership at the upcoming AGM.
 - (g) Transitions to Full Membership will only be voted on at the AGM and Provisional Member must have completed a minimum of a 12-month probation as a provisional Member to be considered. At the AGM the Committee will make decisions on all Provisional Memberships that have completed their minimum 12-month probation and will have three options to offer Provisional Members who are eligible;
 - (i) Grant Full Membership
 - (ii) Withdraw membership altogether due to unreconcilable differences
 - (iii) Offer continued probationary Provisional Membership with a review at the next AGM for consideration for Full Membership
- All subscriptions paid are non-refundable, regardless of the decision given at the AGM.
- (h) Renewal of Provisional Membership prior to the minimum 12-month probation period does not require committee approval for probational membership renewal to be paid.
 - (i) Renewal of probationary membership that has completed a minimum of 12-

months' probation is allowed to renew their membership with a request to transition to Full Membership when their subscription for the current year has been paid, transition to Full Membership is voted on by the committee at the AGM.

- (j) A Life Member is deemed to be a financial member from the date of their appointment as a Life Member.
- (k) Members have the right to renew subscriptions by forwarding the signed membership form to the Committee provided the fee is paid within 30 days prior to the 1st July and before 1st August.

5.3 APPLICATION FOR MEMBERSHIP

- (a) Any person interested in felines may apply for provisional membership of the association. Application must be in writing on the approved application form and submitted to the committee for approval at an ordinary meeting.
- (b) Any Business/Corporation interested in promoting felines and supporting the cat fancy may apply for corporate membership of the association. Application must be in writing on the approved application form and submitted to the committee for approval at an ordinary meeting, approval of corporate membership will have their subscription invoiced after committee vote of acceptance. The assigned Corporate representative cannot hold any other membership personally within the association. A Corporate Membership is allowed to not nominate a representative, in this case the Corporate Membership is relinquishing their voting rights for that annum, they may upon renewal chose to implement a representative and regain voting rights.
- (c) Upon acceptance of the application and payment of the annual subscription, the applicant shall be a member (under Rule 5.1 types) (above), of the association and shall be provided with a copy of the Rules and By Laws within 14 days of the meeting at which they were accepted.
- (d) Fees shall be due and payable annually on 1st July of each year and must be submitted with a signed Application/ Renewal form, such notice to include the Code of Conduct.
- (e) Subscription fees for membership shall be such sum as determined by the members at the AGM.
- (f) Any Member whose subscription is outstanding for more than one (1) month after the due date for payment shall cease to be a member of the association and may apply to join the association as a new provisional member. *Special consideration can be made as per 5.2(e) (above).
- (g) All Members must sign the Code of Conduct document as part of the Application process and forward that with the Application Form/Renewal and their subscription fees as outlined for submission.

5.4 RESIGNATIONS

A Member may resign from membership of the association by giving written notice to the Membership Officer, Secretary or Public Officer of the association. Any resigning member shall be liable for any outstanding subscriptions, promised sponsorship, service, product or funds promised, under corporate membership, that the Association is relying upon for the Annual Show which may be recovered as a debt due to the association.

5.5 REGISTER OF MEMBERS

A register of members must be kept and contain:

- (a) The name and physical address and postal address of each member.
- (b) Corporate/business membership will require the name of representative along with the ASIC registered business name and company ABN
- (c) The email address of each member & any Corporate Representative if the option for a representative is chosen.
- (d) The phone number of each member & any Corporate Representative if the option for a representative is chosen.
- (e) List of sponsorship offered, service to be provided with value or product with value for corporate membership per annum as required minimum under subscriptions.
- (f) The date on which each member was admitted as a founding, corporate or provisional member, the date full membership was granted, or resigned from, the association.
- (g) The date of and reason(s) for termination of membership or refusal of full membership, or extension of provisional membership (if applicable).

5.6 OBLIGATION OF PROVISIONAL AND FULL/FOUNDING/CORPORATE MEMBERS

Members shall strictly observe and act in accordance with the Rules and By Laws of the association and shall at all times, communicate with business appropriate verbiage, act in a way becoming of good sportsmanship, shall not be impaired by alcohol or illegal drugs when in attendance of meetings and/or shows, act within the spirit of intention of the objects of the Rules and the Codes of Conduct, Policies and Guidelines set out in the Rules and Annexed By Laws of the Patterned Clowder Club and abide by and at all times act within the spirit of intention of the Objects, Policies and Codes of Conduct of the Governing Council of the Cat Fancy of South Australia.

5.7 PROVISIONAL MEMBERS MISCONDUCT

Provisional Members do not have the rights of recourse as that of a Full/Corporate/ Founding/Patron member as they are under probation and not considered a confirmed member prior to completion of probationary period. If a written notice of misconduct is submitted concerning a provisional member, who is under the probationary period (minimum 12-months), they will be notified in writing within 14 days of committee review of the written submission at a general or special meeting and allowed a written letter of explanation to be presented back to the review committee within 14 days of notification from review committee.

After review of any written explanation given by Provisional Member who is under probation and it is agreed upon in vote at the next general or special meeting by the committee that the provisional member has in fact had unreconcilable misconduct, there is an automatic expulsion from the Association without any further explanation necessary and no allowance for recourse and is ineligible for new application of provisional membership for 12 calendar months from that date. All subscriptions paid are non-refundable.

If it is found that misconduct has taken place but can be reconciled under the opinion of the review committee, the Provisional Member will default their minimum 12-month probationary date to restart from the date of the reconciliation decision.

If it is found that there has been no misconduct the Provisional Member will maintain their membership and probational period as outlined in 5.1.1 (above).

Any member suspended by the Governing Council of the Cat Fancy of South Australia is automatically under suspension by this association.

5.8 JUNIOR MEMBERS MISCONDUCT

Junior Members do not have the rights of recourse as that of a Full/Corporate/ Founding/Patron member as they are under probation of age under 16yrs until the following renewal after they turn 16yrs of age.

If a written notice of misconduct is submitted concerning a Junior member, who is under the 16yrs of age, they will be notified in writing within 14 days of committee review of the written submission at a general or special meeting and allowed a written letter of explanation to be presented back to the review committee within 14 days of notification from review committee.

After review of any written explanation given by Junior Member who is underage probation and it is agreed upon in vote at the next general or special meeting by the committee that the provisional member has in fact had misconduct, there is an option for the committee to:

- (a) Give a written warning to the Junior Member that future misconduct infractions may result in immediate expulsion at the discretion and vote of the committee.

- (b) If extreme repercussions are felt necessary by vote of the committee immediate expulsion may be given.
- (c) Corporate/business membership will require the name of representative along with the

ASIC registered business name and company ABN.

If expulsion from the Association is implemented, without any further explanation necessary and no allowance for recourse given. The Junior member is ineligible for new application of membership for 12 calendar months from that date. All subscriptions paid are non- refundable.

If it is found that there has been no misconduct the Junior Member will maintain their membership with no further consideration given to the incident.

Any Junior member suspended by the Governing Council of the Cat Fancy of South Australia is automatically under suspension by this association.

5.9 SUSPENSION OF A FULL/FOUNDING/CORPORATE/PATRON MEMBER

- (a) Any Member charged with contravention of the Rules and By Laws of the association may be suspended from membership for a period not exceeding twelve (12) calendar months, at the discretion of the Committee, provided that such member has been duly notified of the complaint brought against them and has been afforded the opportunity to appear and to present evidence on their behalf before the committee investigating the complaint. Any outstanding subscriptions under 5.2 (above) that apply to the member, they shall be liable for and may be recovered as a debt due to the association. Upon completion of their suspension their membership can be applied for as outlined in 5.1 types (above).
- (b) Any member suspended by the Governing Council of the Cat Fancy of South Australia is automatically under suspension by this association. Any outstanding subscriptions under 5.2 (above) that apply to the member, they shall be liable for and may be recovered as a debt due to the association. Upon completion of their suspension their membership can be applied for as a Provisional Member as outlined in 5.1 types (above)
- (c) Any member suspended by resolution of the Committee shall have the right to appeal to a Special General Meeting of the Association, provided that such appeal is, put in writing, lodged and received by the Secretary within fourteen (14) days following written notification of the passing of the suspension resolution.
- (d) Any member suspended by resolution of the Committee shall forfeit the right to exhibit at any show run by Patterned Clowder Club during the period of the suspension and Patterned Clowder Club shall inform the Secretary of The Governing Council Cat Fancy of SA of the suspension in writing within 14 days.

5.10 EXPULSION OF A FULL/CORPORATE/FOUNDING/PATRON MEMBER

- (a) Subject to giving a member an opportunity to be heard or to make a written submission, the committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the association.
- (b) Particulars of the charge shall be communicated to the member at least one month before the meeting of the committee at which the matter will be determined.
- (c) The determination of the committee shall be communicated to the member, and in the event of an adverse determination the member shall, (subject to 5.9d) (above), cease to be a member 14 days after the committee has communicated its determination to the member.
- (d) It shall be open to a member to appeal the expulsion to the association at a general meeting. The intention to appeal shall be communicated to the secretary or public officer of the association within 14 days after the determination of the committee has been communicated to the member.
- (e) In the event of an appeal under 5.9(d) (above), the appellant's membership of the association shall not be terminated unless the determination of the committee to expel the member is upheld by the members of the association in general meeting after the appellant has been heard by the members of the association, and in such event, membership will be terminated at the date of the general meeting at which the determination of the committee is upheld. Any outstanding subscriptions under 5.2 (above) that apply to the member shall be liable for and may be recovered as a debt due to the association.

6. THE COMMITTEE

6.1 POWERS AND DUTIES

- (a) The affairs of the association shall be managed and controlled by a committee which, in addition to any powers and authorities conferred by these rules, may exercise all such powers and do all such things as are within the objects of the association, and are not by the Act or by these rules required to be done by the association in general meeting. The committee shall comprise the President, Public Officer (this position can be held in conjunction with another office), Secretary, Treasurer and no less than 2 ordinary committee members if available from the pool of membership.
- (b) The committee has the management and control of the funds and other property of the association.
- (c) The committee shall have authority to interpret the meaning of these rules and any other matter relating to the affairs of the association on which these rules are silent.

- (d) The committee shall appoint a public officer as required by the Act Notice of appointment and any change in the identity or address of the public officer must be lodged within one month after the change (with CBS). The Public officer may be held in conjunction with any other office or position.
- (e) The Committee shall appoint a member/s to administrate and to manage their public face on website and/or social media platforms.
 - (i) Administrating Member/s may not share their personal views by using the Associations media platforms to promote themselves outside of the guidelines provided by the Association nor will they utilize the Associations media platforms to share their personal opinions.
 - (ii) Administrating Member will provide admin access to all individuals the committee has requested to be included as needed.
 - (iii) Administrating members will transfer administration and provide passwords and transition to incoming new administration per committee's directive in a timely manner.
 - (iv) Administrating member will never delete or remove any of the Associations media platforms without specific directive from a majority vote of the committee

6.2 APPOINTMENT

- (a) The committee shall be comprised of a Chairperson/President, Secretary, Treasurer, Public Officer (this position can be held in conjunction with another position) and no less than two committee members or the entirety of the membership whichever is less. The association should settle on a workable number of office holders, and various titles may be used to describe them.
- (b) A committee member shall be a natural person.
- (c) The first committee of the association shall be appointed from the promoters of the association from the Founding Membership. The first committee shall hold office until the first annual general meeting after incorporation.

The association will require that all committee positions must be drawn from the membership pool of the Associations Full, Corporate, Patron, Life or Founding Membership pool. Provisional and Junior Members cannot be up for consideration. All positions shall be subject to re-election at each AGM.

- (d) A retiring committee member shall be eligible to stand for re-election without nomination. No other person shall be eligible to stand for election unless a Full/Corporate/Founding/Patron/Life member of the association has nominated that person and they themselves are listed as a Full/Corporate/Founding/Patron/Life Member at the time of the nomination and

nomination must be done at least 28 days before the meeting by delivering the nomination of that person to the secretary of the association. The nomination shall be signed by the proposer and by the nominee.

- (e) Notice of all persons seeking election to the committee shall be given to all Full/Corporate/Founding/Patron/Life members of the association with the notice calling the meeting at which the election is to take place.
- (f) The committee may appoint a person to fill a casual vacancy, and such a committee member shall hold office until the next AGM of the association and shall be eligible for election to the committee without nomination.

6.3 PROCEEDINGS OF A COMMITTEE

- (a) The committee shall meet for the dispatch of business once per calendar month. The association should settle on how often meetings are to be held and have the discretion to meet in person or electronically as may be required. Under the discretion of the Committee majority agreement, and no more than twice annually, the Committee may skip a monthly meeting if there is no business to discuss or if there are extenuating circumstances affecting the committee persons that does not allow the committee to convene as intended.
- (b) Questions arising at any meeting of the committee shall be decided by a majority of votes, and in the event of equality of votes the chairperson shall have a casting vote in addition to a deliberative vote. Please note a casting vote is optional.
- (c) A quorum for a meeting of the committee shall be one half plus one (1) of the members of the committee or the entirety of the membership, whichever is less.
- (d) A member of the committee having a direct or indirect pecuniary interest in Business/Corporate membership application or a contract or proposed contract with the association must disclose the nature and extent of that interest to the committee as required by the Act and shall not vote with respect to that membership, contract or proposed contract. The member of the committee must disclose the nature and extent of his or her interest in the membership or contract at the next annual general meeting of the association.

6.4 DISQUALIFICATION OF COMMITTEE MEMBERS

The office of a committee member shall become vacant if a committee member is:

- (a) disqualified from being a committee member by the Act.
- (b) expelled as a member under these rules.
- (c) permanently incapacitated by ill health or death.

(d) absent without apology from more than two meetings in a calendar year.

7. INDEMNITY

Each officer of the association shall be indemnified out of the funds of the association against all losses and expenses incurred by them in the proper and authorized exercise of their duties as an officer of the association. No member shall, as a member, be under any personal liability to any creditor of the association.

8. MEETINGS

8.1 ANNUAL GENERAL MEETING

- (a) The committee shall call an annual general meeting in accordance with the Act and these rules.
- (b) The first annual general meeting shall be held within 18 months after the incorporation of the association, and thereafter in between the 1-July to the 31-October.
- (c) The order of the business at the meeting shall be:
 - (i) confirmation of the minutes of the previous annual general meeting and of any special general meeting held since that meeting.
 - (ii) the election of committee members and positions.
 - (iii) the election of by simple majority vote of 3 Delegates and at least 3 Proxy Delegates to the Governing Council of the Cat Fancy of SA noting that the Delegate to Programming Meetings shall be in accordance with the requirements of the Governing Council of the Cat Fancy of SA noting it shall be the Secretary or if not available an elected officer of the association,
 - (iv) the election of 1 Delegate and 1 Proxy Delegate to the Disputes Committee of the Governing Council of the Cat Fancy of SA noting that these positions will be fulfilled by an elected officer of the association.
 - (v) New Elected Committee members to take up their positions for the remainder of the AGM.
 - (vi) the appointment of auditors (if required - see rule 13.c) (below)
 - (vii) the consideration of the accounts and reports of the committee and the auditor's report (if auditor's report is required). The association requires a mandatory auditors report be completed every 3 years.
 - (viii) Appointment of electronic virtual meeting platform to be used for general or special meetings until the next AGM. Announcement of committee person

who will be responsible to organize the digital invites and set up the virtual meeting/s until the next AGM.

- (ix) Any other business requiring consideration by the association in a general meeting.
 - (x) Review of eligible provisional members with a committee vote to transition eligible provisional memberships to Full Membership or refusal of continued membership or request to maintain provisional membership until the next AGM
- (d) In extenuating and unforeseen circumstances where an in-person meeting is not able to be convened then the meeting may be permitted to use technology that allows all members at the meeting to clearly and simultaneously communicate with each other on a digital platform as outlined in the previous AGM or in the case of the first AGM of the Association the ZOOM platform has been designated.

8.2 SPECIAL GENERAL MEETING

- (a) The committee may call a special general meeting of the association at any time.
- (b) Upon a requisition in writing of not less than 5% of the total number of members of the association, the committee shall, within one month of the receipt of the requisition, convene a special general meeting either to be in person or via digital meeting platform, to be determined by the committee, for the purpose specified in the requisition.
- (c) Every requisition for a special general meeting shall be signed by the relevant members and shall state the purpose of the meeting.
- (d) If a special general meeting is not convened within one month, as required by 8.2(b) (above), the requisitionists, or at least 50% of their number, may convene a special general meeting either to be in person or via digital meeting platform, to be determined by the committee. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the committee, and for this purpose the committee shall ensure that the requisitionists are supplied with digital invites to the virtual meeting platform with the particulars of the members entitled to receive an invite / notice of meeting.
- (e) Where an in-person meeting is not necessary or able to be convened then the meeting may be permitted to use technology that allows all members at the meeting to clearly and simultaneously communicate with each other.

8.3 NOTICE OF GENERAL MEETINGS

- (a) Subject to 8.3(b) (below), at least 14 days' notice of any general meeting shall be given to members. The notice shall set out where/how and when the meeting will

be held, and particulars of the nature and order of the business to be transacted at the meeting. Most general meetings will be held electronically by digital platform as determined by the committee at the AGM and it is the responsibility of any member wishing to attend to set up the necessary devices, digital invitation to attend meetings will be emailed prior to the commencement of the virtual meetings.

- (b) Notice of a meeting at which a special resolution is to be proposed shall be given at least 21 days prior to the date of the meeting.
- (c) A notice may be given by the association to any member by serving the member with the notice personally, or by sending it by email or post to the address appearing in the registry of members. (See rule 5.5) (above).
- (d) Where a notice is sent by post the service is affected by addressing, prepaying and posting a letter or packet containing the notice, and unless the contrary is proved, service will be taken to have been affected at the time at which the letter or packet would be delivered in the ordinary course of post.
- (e) Where an in-person meeting is not necessary or able to be convened then the meeting may be permitted to use technology that allows all members at the meeting to clearly and simultaneously communicate with each other.

8.4 PROCEEDINGS AT GENERAL MEETINGS

- (a) Five members present or the entirety of the membership, whichever is less, shall constitute a quorum for the transaction of business at any general meeting.
- (b) If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting the members present shall form a quorum.
- (c) Subject to 8.4(d) (below), the President shall preside as chairperson at a general meeting of the association.
- (d) If the President is not present within five minutes after the time appointed for holding the meeting or is present but declines to take or retires from the chair, if present the Vice President will act in this capacity, if not available the members may choose a committee member in preference or full/founding/corporate/patron member to be the chairperson of that meeting.
- (e) Most general meetings will be held electronically by digital platform as determined by the committee at the AGM and it is the responsibility of any member wishing to attend to set up the necessary devices, a digital invitation to attend meetings will be emailed prior to the commencement of the virtual meetings. It is at the

discretion of the committee to hold and in person general meeting as necessary.

- (f) If requested the minutes of general meetings will be made available for inspection without charge

8.5 VOTING AT GENERAL MEETINGS

- (a) Subject to these rules, every full/founding/corporate/patron member of the association has only one vote at a meeting of the association per household which is to say they share the same residential address or a shared breeding prefix. If a Corporate member fails to appoint a representative upon application or renewal, then they accept that they may not have vote that annum.
- (b) Subject to these rules, only one vote per corporate membership is allowed and the appointee of the corporate member may not hold another membership within the association. If a Corporate member fails to appoint a representative upon application or renewal, then they accept that they may not have a vote that annum. Corporate members are non-residential and shall not be subject to the above rule 8.5(a) (above)
- (c) Subject to these rules every full/founding/patron member of the association has only one vote at a meeting of the association per household.
- (d) Subject to these rules, a question for decision at a general meeting, other than a special resolution, must be determined by a majority of full/corporate/founding/patron members who vote at that meeting.
- (e) Unless a poll is demanded by at least five members or the entirety of the membership, whichever is less, a question for decision at a general meeting must be determined by a show of hands.

8.6 POLL AT GENERAL MEETINGS

- (a) If a poll is demanded by at least five members or the entirety of the membership, whichever is less, it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.
- (b) A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

8.7 SPECIAL AND ORDINARY RESOLUTIONS.

- (a) A special resolution as defined in the Act.

- (b) An ordinary resolution is a resolution passed by a simple majority at a general meeting.

8.8 PROXIES

Proxies shall not be permitted to vote in any election conducted by the association, nor on any business conducted at a meeting of the association.

9. ELECTIONS: SYSTEM

- (a) Where voting is required for elections, the elections shall be by secret ballot. In the election of the President, Secretary, Treasurer and Committee, the eligible candidates receiving the greatest number of votes shall be elected.
- (b) In the event of a tied vote between eligible candidates, the meeting shall hold a further secret ballot between the candidates so tied. In the event of a further tied vote, the result shall be determined by the President or Chair casting the determining vote.
- (c) All nominations received must include a statement of intent by the nominee, with a short summary of their skills, experience and why they are nominating for the position.
- (d) Elected positions remain in place for the period between AGMs. This can change if the volunteer is unable to continue in that role in which a replacement will be appointed by the committee until the next AGM.

9.1 ELECTIONS: PROCEDURE

- (a) The Secretary in consultation with the Committee shall appoint a Returning Officer who is not standing in the elections if available. The Returning Officer shall appoint two (2) scrutineers who are not candidates in the election if available.
- (b) The Returning Officer will assume full conduct of the Election once nominations have closed.
- (c) Each Full/Founding/Patron Member/households or corporate member of the association shall be entitled to return one (1) ballot paper in an election. If a Corporate member fails to appoint a representative upon application or renewal, then they accept that they may not have a vote that annum.
- (d) Ballot papers not filled out in accordance with the rules, or in accordance with instructions printed on the ballot paper shall be disallowed.

10. MINUTES

- (a) Proper minutes of all proceedings of general meetings of the association and of meetings of the committee, shall be entered within one month after the relevant meeting in minute books kept for this purpose.
- (b) The minutes kept pursuant to this rule must be confirmed by the members of the association or the members of the committee (as relevant) at a subsequent meeting.
- (c) The minutes kept pursuant to this rule shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed.
- (d) Where minutes are entered and signed, they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

11. DISPUTE RESOLUTION

- (a) The dispute resolution procedure set out in this rule applies to disputes under these Rules between –
 - (i) a member and another member
 - (ii) a member and the association
 - (iii) a non-member and the association
 - (iv) a member and a non-member
- (b) The parties within the Association to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.
 - (i) If the parties are unable to resolve the dispute at the meeting the parties must, at their equal and shared expense, undertake mediation at a community-based mediation service or a private accredited mediator with the outcome to remain confidential.
- (c) In the event of a dispute or complaint between a non-member and the association, the non-member may submit their complaint in writing for consideration by the committee who will respond in writing within 21 days. If the complaint names a member on the committee specifically involved, that individual will recuse themselves from all committee discussions and decisions related to the complaint. A complainant may only identify one individual, if necessary, who is on the committee to be recused from the committee.
 - (i) If the non-member and the association are unable to resolve the dispute in

this manner, the parties must, at their equal and shared expense, undertake mediation at a community-based mediation service or a private accredited mediator with the outcome to remain confidential.

- (d) In the event of a dispute or complaint between a non-member and a member, the non-member may submit their complaint in writing for consideration by the committee who will respond in writing within 21 days. If the complaint names a member on the committee specifically involved, that individual will recuse themselves from all committee discussions and decisions related to the complaint. A complainant may only identify one individual, if necessary, who is on the committee to be recused from the committee.
 - (i) If the non-member and a member are unable to resolve the dispute in this manner, the parties must, at their equal and shared expense, undertake mediation at a community-based mediation service or a private accredited mediator with the outcome to remain confidential.

12. FINANCIAL REPORTING

- (a) The first financial year of the association shall be the period ending on the next 15 Oct following incorporation, and thereafter a period of 12 months commencing on 1 July and ending on 30 June of each year.
- (b) Accounts to be kept.
 - (i) The association shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the association in accordance with the Act.
 - (ii) The accounts, together with the auditor's report on the accounts, the committee's statement and the committee's report, shall be laid before members at the annual general meeting.
 - (iii) The accounts require a minimum of three signatories or the entirety of the membership, whichever is less, on the account who can do banking transactions, however transactions are allowed to be done singly by any of the signatories. For any cash withdrawal over \$1000 aud, a minimum of two of the signatories must be presented on the cash withdrawal request.
- (c) Sponsorships, Services Rendered, Donations, Products
 - (i) The Treasurer will be responsible for tracking the value of any Sponsorship, Services Rendered, Donation or Product donated by corporate members.
 - (ii) The Treasurer will provide the Corporate Member a value invoice for their donation for Tax purposes
 - (iii) Non-Corporate members or non-members wishing to provide donations of any kind to the Association may request a value invoice from the treasurer for their donation for Tax purposes.

- Secondhand items may or may not be assigned a value depending on the item and determined at the discretion of the Treasurer who will inform the donor.

(d) Periodic returns

- (i) The periodic (annual) return, if required, shall be lodged with Consumer and Business Services within six months after the end of each financial year. It must be accompanied by a copy of the accounts, the auditor's report, the committee's statement, and the committee's report.

(e) Appointment of auditor, if required,

- (i) At each annual general meeting, the members shall appoint a person to be auditor of the association.
- (ii) The auditor shall hold office until the next annual general meeting and is eligible for reappointment.
- (iii) If an appointment is not made at an annual general meeting, the committee shall appoint an auditor for the current financial year.

13. PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

The income and capital of the association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the association.

13.1 DONATIONS

13.1.1 SPONSORSHIP, DONATIONS, SERVICES RENDERED OR PRODUCTS

- (a) No member shall profit from or secure for their personal use any donations, products or services donated to the Association.
- (b) All Sponsorships, donations, services offered, or products given are the property of the Association, regardless of where these items are stored, kept or facilitated.
 - (i) The committee shall appoint member/s as needed for the storage of physical items
 - (ii) The Show Manager of the Annual Show is to hold an accurate catalog and make available upon request to the treasurer and/or the secretary and/or the committee as requested, of all product, items, donations, and their location, or services being provided for the Show within a reasonable timeframe.
- (c) Members who agree to store items will ensure the items are safe and

undamaged.

- (i) Member/s are not responsible due to acts of God regarding any damage while in the storage of assets.
- (d) The Show Manager or Committee request for items for an exchange of hands shall be done in a reasonable timeframe upon request.
 - (i) If there is a dispute about the exchange of items, the current member holding items will receive a written/email/text request from the Secretary addressing the member who is holding the Association items in their care, and they will be required to release items undamaged to nominated member identified by Secretary within 48hrs of notice.
 - (ii) If items are not returned as per rule 13.1.1.d.(i) (above) a member shall be liable for the cataloged value of the items, as provided to them by the Treasurer, which may be recovered as a debt due to the association.

14. RULES

- (a) These rules may be altered (including an alteration to the association's name) by special resolution of the members of the association. This includes rescission or replacement by substitute rules.
- (b) The alteration shall be registered with Consumer and Business Services, which administers the Corporate Affairs Commission, as required by the Act.
- (c) The registered rules shall bind the association and every member to the same extent as if they have respectively signed and sealed them and agreed to be bound by all the provisions thereof.

15. CODE OF CONDUCT AND ETHICS

- 1) Members must care for their cats appropriately, with safe and healthy housing, nutrition, veterinary care and socialization.
- 2) Members agree to support the Associations endeavors to run a successful annual show and will not be active or involved in acts or attempts causing hindrance of venues, sponsorships, donations, products or towards individual/s donating either funds, time or items.
- 3) Members agree that all communication within the membership of the Association and/or during cat fancy related activities such as show attendance and fundraising with the public should be business appropriate verbiage.
- 4) Members agree to behave in a respectful and supportive manner at all related events in the cat fancy, as an example to the community of the good sportsmanship

expected from the members of this Association.

- 5) Members shall not be adversely impaired by alcohol or illegal drugs when in attendance of meetings and/or shows within the cat fancy.
- 6) Members will not defame inclusive of libel and slander concerning the Association as a whole to the public or cat fancy.
- 7) Members will not discourage any prospective member from joining the Association.
- 8) Members will not discuss association business with parties outside of the association before it is made available publicly.
- 9) Members will keep in mind that their interactions in person and on social media reflect upon the association when related to the cat fancy and will act with respect and kindness and avoid defamatory, libel or slanderous comments or behavior. The association expects their members to maintain an exemplary example of good sportsmanship and moral conduct in all their interactions within the cat fancy.

16. WINDING UP

- (a) The association may be wound up in the manner provided for in the Act.

16.1 APPLICATION OF SURPLUS ASSETS

- (a) If after the winding up of the association there remains 'surplus assets' as defined in the Act, such surplus assets shall be distributed to any organisation which has similar objects and has rules which prohibit the distribution of its assets and income to its members.
- (b) Such organisation or organisations shall be identified and determined by a resolution of members in general meeting.