

CONSTITUTION OF THE FOREIGN SHORTHAIR CAT CLUB OF S.A. INCORPORATED

1. Title of the Organisation

The title of the organisation shall be called the Foreign Shorthair Cat Club of S.A. Incorporated herein after called 'the Club'.

2. The Constitution

This Constitution dated 5th November 1984 supersedes and annuls all existing Constitutions of the Club.

3. Objects of the Club

The objects for which the Club is established are:-

- (a) To assist, encourage and advise in the breeding of all shorthair cats.
- (b) To encourage its members to acquire a knowledge of all shorthair cats.
- (c) To encourage its members to breed their cats to the recognised standards by sound breeding methods.
- (d) To collect, verify and publish information relative to shorthair cats and the breeding of them.
- (e) To invite lecturers to address members on matters of interest.
- (f) To hold exhibitions, competitions or otherwise and award prize cards, ribbons, trophies etc.
- (g) To affiliate with the Governing Council of the Cat Fancy of South Australia.
- (h) To do all such other things as are incidental or conducive to the attainment of the above objects.

4. Membership of the Club

Any person may apply to become a member of the Club by:-

- (a) Making application on the prescribed Application Form,
- (b) Paying the prescribed Subscription Fee and
- (c) Undertaking to uphold the Constitution of the Club and to observe the provision of any By-laws, Rules and Regulations of the Club in force from time to time.

5. Types of Membership

- (a) There shall be five (5) types of membership, namely:-
Ordinary, Junior, Life Membership, Honorary and Honorary Life Membership.
- (b) Each shall be determined in accordance with the By-laws of the Club in force from time to time.

6. Termination of Membership of the Club

The Committee shall have the power to terminate the membership of any member of the Club. Such termination shall be in accordance with the By-laws of the Club in force from time to time.

7. Organisation of the Club

(a) The Patron

The committee may invite a person noted for his or her eminence in an appropriate field to be the Patron of the Club. The term of office of the Patron shall be determined by expediency and not by set rule.

(b) Committee of the Club

- (i) There shall be a committee of the Club (hereinafter called the committee) consisting of a number of full voting members, to be elected or appointed as such members, on such terms re-elected and otherwise as the By-laws of the Club shall direct.
- (ii) The government control and policies of the Club and its affairs shall be vested in the committee subject to the provisions of the Constitutions and the By-laws of the Club.
- (iii) Of the members of the committee there shall be a President, Vice President, Secretary, Treasurer (or Secretary/Treasurer), Assistant Secretary (or Assistant Secretary/Treasurer) and such number as to make the total membership of the committee to be in accordance with the By-laws.

(c) Other Officers

- (i) The Club may appoint such other officers with such functions, tenure and terms of office as the By-laws of the Club shall prescribe and such other officers and servants as the committee may from time to time appoint.
- (ii) The committee shall meet at least once a year and as often as is necessary for the performance of its duties and shall be convened as provided for in the By-laws of the Club.

8. Alterations to the Constitution

- (a) Any change or alteration to the Constitution of the Foreign Shorthair Cat Club of S.A. Incorporated shall take effect only after approval by a two-thirds (2/3) majority of financial members of the Club present, at a General Meeting.
- (b) Changes or alterations to the Constitution shall be conducted in accordance with the By-laws of the Club and may be initiated by the committee or shall be initiated by the Secretary on receipt of a written petition by a minimum of twelve (12) financial members of the Club.

9. Alterations to the By-laws of the Club

The By-laws of the Club may be amended or repealed and new By-laws passed by the committee provided all members of the Club have been given at least four (4) weeks notice of the intention to alter the By-laws.

10. Dissolution of the Club

- (a) If upon winding up or dissolution of the Club as determined by a resolution passed at an Extra-ordinary General Meeting of the financial members of the Club, any assets remain whatsoever after the satisfaction of all liabilities and at the termination of a six (6) month grace period, they shall NOT be paid to or distributed amongst the members of the Club.
- (b) Such assets shall be given as a gift or otherwise transferred to some other Club or council(s) whose objects are similar to the objects of the Club and whose Constitution(s) shall prohibit the distribution of its or their income and assets amongst its or their members to an extent at least as great as is imposed by virtue of the Constitution of the Foreign Shorthair Cat Club of S.A. Incorporated.
- (c) The recipient(s) of such gifts or transfers shall be determined by the members of the Club at the time when the resolution of dissolution was passed at the Extra-ordinary General Meeting or by a majority decision of three (3) Trustees appointed by the members of the Club at that Extra-ordinary General Meeting.

BY-LAWS, RULES & REGULATIONS

MEMBERSHIP

1. Types of Membership

There shall be five (5) types of membership:-

(a) Ordinary Members

Requirements are that they have an interest in cats, pay annual subscriptions and they have all rights including voting powers.

(b) Junior Membership

Requirements are that they are under sixteen (16) years of age at the time of application, they have all rights except voting powers and pay annual subscription.

(c) Life Membership

Can be gained by ordinary members after paying the required fee or by election by the members of the Club taking into account the length of membership and the nature of service to the Club. They shall have all rights and voting powers.

(d) Honorary Membership

- (i) Honorary Membership shall only be conferred on Non-Members of the Club.
- (ii) The recipient of an Honorary Membership shall pay no subscription and have no voting powers.

(e) Honorary Life Membership

- (i) The committee may submit such recommendations for this Membership as they see fit to the general members.
- (ii) They shall pay no fees but they will have voting powers.

2. Resignations

Any member of the Club may by notice in writing to the Secretary resign from the Club but shall be liable for any sum due from him in respect of annual subscriptions or otherwise.

3. Termination of Membership

If any Member or Honorary Member (including life) shall refuse or wilfully neglect to comply with any of the provisions of the Constitution or the By-laws of the Club or shall have been guilty of such conduct as in the opinion of the committee shall either have rendered him unfit to remain a member or be injurious to the Club, such a member may by a resolution of the committee have his Membership terminated, provided that he be given at least two (2) months suspension notice in writing of the intended resolution for the termination of his Membership and shall have been afforded an opportunity of giving orally or in writing to the committee any explanation or defence he may think fit. The Club shall have the right to receive any monies and/or property of the Club.

4. Patron and Presidential Board

The function of the Patron is to uphold and promote the objects of the Club and to assist the committee in determining priorities, or matters of policy in the event of a deadlock concerning the Club's affairs.

The duties of the President and Vice President are:-

- To act as guardians of the Constitution and By-laws of the Club.

5. Editor

The committee may appoint a member as Editor of the Club's magazine. The Editor shall be directly responsible to the committee for the publication of the magazine in line with the official policy of the Club. An elected member of the committee may be appointed to this position.

6. The Committee

- (a) The affairs of the Club shall be directed on behalf of the members by a committee of a minimum of five (5) and a maximum of eleven (11) and shall be elected as provided in the By-laws.
- (b) The committee shall consist of financial members and or Honorary Life members of which the total number of Honorary Life members shall not exceed two (2).
- (c) The composition of the committee shall be President, Vice President, Secretary, Treasurer (or Secretary/Treasurer), Assistant Secretary (or Assistant Secretary/Treasurer), Public Officer and a number of committee members to make a total of not more than eleven (11).
- (d) The committee may elect or appoint such other officers and convenors of committee as they see fit.
- (e) The quorum of the committee shall be as provided in the By-laws.
- (f) At the time of election at least two thirds (2/3) shall own a shorthair cat.
- (g) If a committee member is absent for three (3) consecutive meetings, without a reasonable excuses, apology or leave of absence their position will be declared vacant.
- (h) In the event of death, resignation or temporary disablement of a committee member, auditor or an officer of the Club the committee shall have the power to appoint a substitute who shall hold office until the next elections.

DUTIES OF CLUB EXECUTIVE OFFICERS

7. President and/or Vice President

The duties of the President and/or Vice President shall include:-

- (a) To preside at all General Meetings.
- (b) To ensure the proper conduct of all meetings in accordance with standing orders and rules of debate.
- (c) To be an ex-officio member of all sub-committees appointed by the committee.
- (d) To present an Annual Report to the Annual General Meeting of the Club.
- (e) To be a signatory to all legal documents for and on behalf of the Club.
- (f) To ensure, in consultation with the Secretary, that a quorum is present at all General Meetings.

8. Secretary

The duties of the Secretary, shall include the following, however, the committee shall delegate such duties to the Assistant Secretary as they see fit.

- (a) To receive and deal with all correspondence and to inform the President of all current developments.
- (b) To prepare agenda in consultation with President.
- (c) To record all resolutions carried at General Meetings and to prepare accurate Minutes of all General Meetings.
- (d) To carry out the committee's instructions.

- (e) To keep and maintain a proper system of files for all the Club's records and to keep and maintain a register of members of the Club.
- (f) To inform the Convenor of any sub-committee of any instructions from the committee.
- (g) To assist the President in the conduct of all General Meetings.
- (h) To keep and maintain a stock of standard stationery.
- (i) To notify all new members of their election and forward them a copy of the Constitution and By-laws.
- (j) To submit to the committee a list of names of members of the Club whose annual subscriptions are more than three (3) months overdue (see By-law 19d).
- (k) To keep and maintain an Inventory of Capital items.

9. Treasurer

The duties of the Treasurer shall include the following, however, the committee shall delegate such duties to the Assistant Treasurer, if appointed, as they see fit.

- (a) To serve on each member of the Club by the month of October each year a notice of annual subscriptions due (see By-law 19b).
- (b) To receive monies by way of annual subscriptions and other dues, from the members of the Club and to issue official receipts for all monies received (see By-law 11).
- (c) To present the accounts for payment at General Meetings for approval and to pay them, preferably, within twenty eight (28) days (see By-law 12).
- (d) To keep the books of account in the approved and proper manner (see By-law 14).
- (e) To present a Financial Statement at all Club General Meetings.
- (f) To submit the books of account, vouchers, receipt books and Financial Statements to the Auditor; as elsewhere directed by the By-laws of the Club (see By-law 18).
- (g) To present a Financial Report and an audited Financial Statement to the Annual General Meeting of the Club (see By-law 18).
- (h) To maintain a register of Financial members.

PUBLIC OFFICER

There shall be a Public Officer, who shall be appointed from within the committee. The duties of the Public Officer shall be the first point of contact between the committee and Registrar of Companies and any other duties deemed necessary by the committee to fulfill the role of the office.

FINANCE

10. Financial Year of the Club

The financial year of the Club shall be from the 14th day of October to the 13th day of October.

11. Income

All monies received on account of the Club shall be paid to the Treasurer and shall be deposited in the Club's bank account(s) within fourteen (14) days of receipt. Official receipts shall be issued for all monies received on account of the Club.

12. Expenditure

All expenditure, except for items of a petty nature, shall be paid by cheque. All cheques shall be signed by the Treasurer and countersigned by the Secretary or President. All cheques shall be crossed and marked 'Not Negotiable'.

13. Petty Cash Funds

The Treasurer and Secretary may each have a Petty Cash Fund or not more than twenty (20) dollars to meet petty expenses. Receipts must always be obtained for expenditure.

14. Books of Account

The Clubs Books of Account shall be kept in a proper manner based on recognised accountancy practice. The Treasurer (and his Assistant if one is appointed) shall be responsible to the committee, the Auditor and the Law for the proper conduct of his office.

15. Club Funds

The funds of the Club may be expended by such person(s) who have the authority to do so on any matter that is conducive to the attainment of any objects of the Club provided that it is not inconsistent with the provisions of the Constitution or the By-laws of the Club.

16. Investment

The committee shall have the authority to invest, or approve the investment of the Club's funds in registered Trust Security Funds and to purchase property on behalf of the Club.

17. Loans and Gifts

Loans or gifts or money or the loan of equipment and facilities from individual members or organisations or private companies to the Club shall be accepted at the discretion of the committee. All such items must be reviewed by the committee every six (6) months. Any loans or investments can be approved by the committee only.

18. Auditors

The Club shall have its Books of Account audited at the end of each financial year by Auditors appointed or re-appointed each year by an Annual General Meeting.

19. Fees and Annual Subscription

- (a) The annual subscription for each type of membership shall be determined by the committee from time to time and ratified by the members at a General Meeting.
- (b) Annual subscription shall become due and payable by the first Monday in November each year.
- (c) Persons joining after April 30th shall pay a pro-rata Subscription for that year only.
- (d) If the annual subscription of any member of the Club is not paid within three (3) calendar months after the due date that member shall be declared UNFINANCIAL and shall be deprived of all privileges of membership.
- (e) Notwithstanding the provisions of By-law 19d, the committee may reduce or remit the annual subscription or arrears of any member in necessitous circumstances.
- (f) The fee to obtain Life Membership shall be calculated by multiplying the current annual subscription of the day by ten (10).

ELECTIONS

20. Annual Elections:- Members of the Committee

- (a) All positions on the committee shall be declared vacant prior to the calling for nominations at the Annual General Meeting.
- (b) Nominees must be a Financial member of the Club and must indicate their willingness to stand after having been proposed and seconded.
- (c) 2/3 of those elected must own a registered shorthair cat.
- (d) If more than the required number of candidates is accepted for any position then a ballot shall take place either by a show of hand or secret ballot.
- (e) Members must get a majority of all the Financial members present voting at the election.
- (f) Nomination may be received from Financial members who are unable to attend the Annual General Meeting, provided a letter is received by the Secretary indicating their willingness to stand, the position they are standing for and signed by themselves and the proposer and seconder.
- (g) Being on a committee of another Club in the Cat World shall make a prospective candidate ineligible to be a member of this Club's committee.

MEETINGS

21. General Meetings

There shall be the following types of General Meetings.

- (a) Annual General Meetings.
- (b) Extraordinary General Meetings.
- (c) General Meetings
- (d) Committee Meetings

22. Annual General Meetings

The Annual General Meeting of the Club shall be held on the first Monday of November each year.

23. Extraordinary General Meetings

An Extraordinary General Meeting of the Club may be convened at any time either by a 2/3 majority of the committee, or by the President on receipt of a written petition signed by twelve (12) Financial members.

24. General Meetings

In accordance with the objects of the Club the committee shall endeavour to organise on a monthly basis, lectures, seminars, etc. for the benefit of the members of the Club.

25. Club Committee Meetings

The Club committee shall meet at least once per year and as often as is necessary for the performance of its duties and shall be convened by the President or Secretary or by a two-thirds (2/3) majority of the members of the committee.

NOTICE OF MEETINGS

26. Annual General Meetings and Extraordinary General Meetings

All members of the Club shall be served a notice in writing of the date, time, place and agenda of all Annual General Meetings and Extraordinary General Meetings (this could be by way of the magazine) at least fourteen (14) clear days before the date set for the meeting.

27. Committee Meetings

All members of the committee shall be notified of the date, time and place of all committee meetings at least two (2) clear days before the date set for the meeting.

28. General Meetings

Members of the Club shall be notified of the next General Meeting by way of date, time and place before the close of the previous meeting.

QUORUMS AT MEETINGS

29. Annual General Meetings and Extraordinary General Meetings

Ten percent (10%) or twelve (12) or whatever is the lesser of Financial members shall constitute a legal quorum at any properly convened Annual General Meeting.

- 30.** If within thirty (30) minutes after the appointed time for the Annual General Meeting a Quorum is not present the Meeting shall be adjourned by the President, to be reconvened at another day within one (1) calendar month. The adjournment must be made known to all members of the Club and at least seven (7) days notice given of the date, time and place of the reconvened Meeting. If at the reconvened Meeting the Quorum is again not present within thirty (30) minutes, the members present shall be considered a legal Quorum and the resolutions passed by such a Meeting shall be valid.

31. Committee Meetings

Five (5) duly elected members of the committee shall constitute a legal Quorum, of which one shall be either President, Vice President or Secretary.

32. General Meetings

Eight (8) members present shall constitute a legal Quorum.

33. Voting at General Meetings

- (a) Voting shall be by a show of hands or by a secret ballot if so moved and passed.
- (b) Only those members who are eligible to vote may do so.
- (c) The President shall only have a casting vote.
- (d) There shall be no proxy or postal voting.
- (e) Items requiring a vote shall be carried by a majority.

34. Changes to the Constitution

See items 8a and 8b of the Constitution.

35. The Constitution

A copy of the Constitution and the By-laws of the Club and any amendments thereto, shall be given to all new members of the Club, the Club's Auditors and may be made available to any other person or Club having lawful or reasonable grounds for requiring a copy.

36. Interpretations

- (a) Words which purport to the Masculine gender shall include the Feminine gender.
- (b) Words which purport to the Singular shall include the Plural and vice-versa.

