

**CONSTITUTION**  
**OF**  
**TANDANYA CAT CLUB**  
**INCORPORATED**

# **CONSTITUTION OF TANDANYA CAT CLUB INCORPORATED**

## **C 1. TITLE**

The title of the club shall be TANDANYA CAT CLUB INCORPORATED, hereinafter referred to as the Club.

## **C 2. COMMON SEAL**

The Common Seal of the Club shall be kept in the custody of the Secretary and shall be affixed only pursuant to a resolution of the Committee and the affixation of the Seal shall be countersigned by any two members of the Committee and the Secretary or any substitute for the Secretary specially authorised by the Committee.

## **C 3. OBJECTS**

- (1) To promote cats and the improvement thereof in accordance with the rules of the Governing Council of the Cat Fancy of South Australia, hereinafter referred to as G.C.C.F.S.A.
- (2) To educate and encourage members, breeders and exhibitors to abide by the standards of the breeds as approved for pedigreed cats by the G.C.C.F.S.A.
- (3) To promote and support competition in all practical ways and to hold such fixtures as are permitted by the G.C.C.F.S.A.
- (4) To conduct all cat shows under the rules as laid down by the G.C.C.F.S.A.
- (5) To promote public interest in cats and their welfare.
- (6) To promote good fellowship among those interested in cats.
- (7) To produce regularly a Club Newsletter for the benefit of members.
- (8) To affiliate with the G.C.C.F.S.A. and to abide by the said Council's Rules, Rulings and Constitution.
- (9) To do all such other acts and things as are or may be incidental or conducive to the attainment or furtherance of any of the objects or the exercise of any powers of the Club.

## **C 4. MEMBERSHIP**

Any person who is interested in cats is eligible for membership.  
Membership of the Club shall be classified as follows:

**(1) Patron Members**

Persons of distinguished position who desire to foster the cat movement and who have been invited by the Club to become Patron Members. Such members shall be appointed annually. They shall be exempt from the payment of fees and may enjoy all membership privileges except that they shall not be entitled to vote, or hold office, or take part in business procedure at any meeting of the Club.

**(2) Honorary Life Members**

Persons who in the unanimous opinion of the Committee have performed some outstanding service of definite benefit to the cat movement. Such members shall be exempt from the payment of fees and may enjoy all Club privileges.

**(3) Honorary Members**

Persons appointed by the Committee for services of benefit to the Club, for a period not exceeding twelve months, to be fixed by the Committee. They shall be exempt from the payment of fees and may enjoy all privileges of membership except that they shall not be entitled to vote, or hold office, or take part in business procedure at meetings of the Club.

**(4) (a) Club Members**

Persons who are interested in cats who have submitted their application in writing, accompanied by the appropriate subscription, and who have been approved by the Committee. Such members shall be entitled to all privileges of membership.

**(b) Junior Club Members**

Children who are under sixteen years of age shall be eligible to join at such special fee as may be determined, but they shall not be entitled to vote, or hold office in the Club.

**C 5. CONDITIONS OF MEMBERSHIP**

A member must be financial, or be exempt from payment of fees under C 4, to enjoy any Club benefits.

- (1) The Annual Subscription to make a member financial for twelve calendar months from date of joining, or for twelve month periods thereafter, shall be payable within twenty-one days after due date. A person shall cease to be a member when his annual subscription shall remain unpaid for more than three calendar months, but the Committee may, by resolution, reinstate any such person to membership at any time upon that person paying his arrears.
- (2) In all matters relating to the members of this Club, the G.C.C.F.S.A. is acknowledged as having full disciplinary powers and the Committee will accept and impose any punishment or penalty which may at any time be imposed on any member of this Club judged by the G.C.C.F.S.A. to be guilty of misconduct.

## **C 6. TERMINATION OF MEMBERSHIP**

- (1) Any person may resign from the Club. Such resignation must be in writing and forwarded to the Secretary of the Club.
- (2) Upon termination of membership or office of the Club for any reason all monies, goods, chattels or items which are Club properties must be returned to the Secretary or Treasurer. In the event of books, bookkeeping or monies the Club shall have the same audited before the vacated position may be filled.
- (3) Membership may be terminated by expulsion in accordance with C 11.
- (4) Should any member cease to be a member of the Club for any reason whatsoever he shall not be entitled to the return of his membership subscription or any portion thereof.
- (5) Upon termination of membership for any reason whatsoever a person shall immediately cease to enjoy any privileges of Club membership.

## **C 7. COMMITTEE OF MANAGEMENT**

The Executive Committee shall consist of President, Vice President, Secretary, Treasurer, or Secretary/Treasurer if so determined by the Annual General Meeting, Minute Secretary, Public Relations Officer and Editor, and is elected at the Annual General Meeting to act for and on behalf of the Club.

The Executive Committee and up to eight Ordinary Committee Members elected at the Annual General Meeting shall be known as the Committee of Management, hereinafter referred to as the Committee. The Committee shall be answerable to the Club for all actions taken and decisions made at Committee Meetings and must present to the Club, at General Meetings, the Minutes of each Committee Meeting.

- (1) The business, affairs and assets of the Club shall be under the management and control of the Committee. The Committee shall not take any action contrary to decisions made at a General Meeting except in an emergency.
- (2) The Committee may, subject to the decisions made at General Meetings, exercise all the powers of the Club, and do all such things as may be done by the Club or which it considers necessary or expedient to carry out the objects of the Club.
- (3) All members of the Committee shall be elected by a simple majority at an Annual General Meeting and shall be entitled to hold office until the next Annual General Meeting or until resignation or forfeiture of office. Upon termination of membership of the Committee a person shall return all properties of the Club pertaining to the office, as in C 6. (2).
- (4) Should any vacancy occur in the Committee other than in the normal course

of elections, the Committee shall have the power to fill such vacancy from among the financial members of the Club, and such member duly elected shall hold office for the unexpired portion of his predecessor's term.

- (5) If, at the Annual General Meeting, it is found that an insufficient number of financial members are present to enable a full Committee to be elected, the Committee may at any time co-opt Committee Members from among the financial members present at General Meetings throughout the year.
- (6) If a member of the Committee shall absent himself without leave of absence or reasonable excuse or apology from three consecutive meetings, his position shall be declared vacant.
- (7) Each member of the Committee must be a financial member of the Club, and remain so throughout his term of office.
- (8) A member of the Committee shall not hold office in. or be delegate for, any other cat club.

#### **C 8. SUB-COMMITTEES**

The Committee shall have the power to delegate any of its powers to a Sub-committee to deal with a particular matter or matters and upon such terms as the Committee may dictate in the first instance. The President and Secretary shall be ex-officio members of all Sub-committees.

Such Sub-committees shall be disbanded when their delegated work is completed or at any time at the discretion of the Committee.

#### **C 9. MEETINGS**

##### **(1) Annual General Meeting**

- (a) The Annual General Meeting shall be held no later than three calendar months after the end of each financial year for the purpose of:
  - (i) Presenting the Annual Report and Audited Balance Sheet or Financial Statement and the Minutes of the previous Annual General Meeting to the members.
  - (ii) Electing Office Bearers and Committee Members for the ensuing twelve months.
  - (iii) Dealing with any other business in the notice convening the meeting.
- (b) Members shall be given notice in writing at least fourteen days before the meeting.
- (c) The quorum for the Annual General Meeting shall be five voting members present.

##### **(2) Special General Meeting**

A special General Meeting of members shall be called at the request of the President or Secretary, or any four members of the Committee, or at the

written request of ten financial members of the Club. Such Special General Meeting shall be held within thirty days of receipt of such request and all members shall be notified in writing at least seven days before such meeting. The quorum for a Special General Meeting shall be five voting members.

**(3) Ordinary General Meeting**

Shall be held as and when determined by the Club. The quorum for an Ordinary General Meeting shall be five voting members.

**(4) Committee Meetings**

(a) The Committee shall meet as often as may be required to conduct the business of the Club.

The President, or the Secretary, or four members of the Committee shall have the power to call a meeting of the Committee.

(b) The Committee shall, unless extreme urgency arises, be given at least seven days notice of each Committee meeting.

(c) The quorum for a Committee Meeting shall be two-thirds of the elected Committee.

(d) Subject to this Constitution, the Committee shall have the power to adjourn and regulate its meetings as it deems fit.

**C 10. PROCEDURE AT MEETINGS**

(1) Only financial Club Members and Honorary Life Members shall be entitled to vote, or to move or second any motion or proposal, at any meeting of the Club.

(2) The accidental omission to give any member, or the non-receipt by any member of any notice required to be given by this Constitution shall not invalidate or affect any proceedings or election at such meeting.

(3) The President of the Club shall be the Chairman of all General and Committee Meetings. Should he not be present then the Vice-President shall Chair the meeting, and if neither is present the members shall elect one of the members of the Committee to take the Chair.

(4) Unless otherwise provided by these Rules, all questions arising in the Club or its Committee or any Sub-Committee shall be decided by simple majority vote.

(5) The Chairman shall have the control of any meeting and his decision on points of order shall be final.

(6) Voting shall be by show of hands unless the Chairman or the majority of voting members present request a secret ballot. The Chairman shall direct that a ballot be held if personalities are involved in the matter before the meeting.

(7) The Chairman's declaration of the results of any show of hands or ballot

shall be conclusive.

- (8) The validity of any person's vote shall be determined by reference to the current register of financial members.
- (9) There shall be no postal or proxy votes at meetings.
- (10) The Chairman of any meeting shall be entitled to a casting vote only.
- (11) Unless otherwise provided by this Constitution, meetings shall be conducted in accordance with the rules of parliamentary debate.

## **C 11. VIOLATION OF RULES OR MISCONDUCT OF MEMBERS**

The Committee may expel from the Club or otherwise penalise or punish any member who in the opinion of the Committee violates the Rules and Regulations of the Club for the time being in force, or in any way misconducts himself in regard to cats and cat shows, or acts in any way detrimental to the Club or its members.

- (1) Procedure for Complaints
  - (a) Any complaint made to the Club against any member of the Club must be lodged with the Secretary in writing and duly signed by the complainant together with any witnesses of first instance.
  - (b) The complainant, together with any witnesses, may be required to give evidence at any meeting convened to deal with the complaint.
  - (c) Persons against whom a complaint has been lodged shall be notified by the Secretary, in writing, of the charges against him in full and the date and time of the meeting convened to deal with such complaint.
- (2) The complaint shall be enquired into by the Committee and the member shall be given the opportunity to justify himself or explain his conduct. Provided that a quorum is established, and if a two-thirds majority of the Committee members present when his conduct is enquired into decides by secret ballot that the member has been guilty of such conduct or action as aforesaid, then the Committee may expel or suspend him from membership, or otherwise penalise or punish him, and the Secretary shall inform both parties of the decision. In the event of a member being expelled from membership or of any member not obeying or complying with any other penalty imposed by the Committee, then his name shall be removed from the Roll of Members and he shall thereupon cease to be a member of the Club.
- (3) Any member who has been penalised for his misconduct, by the Committee, has the right to appeal against the decision of the Committee and to have his case dealt with at an Ordinary or Special General Meeting of the Club. The member must advise the Secretary, in writing, within seven days of being informed of the Committee's decision, if he intends to exercise this right of appeal. His case shall be dealt with at an Ordinary or Special General Meeting within thirty days of receipt by the Secretary of such

notice. If the decision of the Committee is not confirmed by two-thirds of the members voting on the appeal the decision shall not stand.

## **C 12. OFFICE BEARERS**

### **(1) President**

- (a) The President or his deputy shall preside at all Committee and General Meetings of the Club.
- (b) The President shall endeavour to ensure that all affairs of the Club are conducted in accordance with the Constitution and Rules of the Club.

### **(2) Vice-President**

- (a) The Vice-President shall assist the President in the performance of his duties.
- (b) In the absence of the President, the Vice-President shall assume the role of President.

### **(3) Secretary**

- (a) The Secretary shall conduct the correspondence of the Club and shall have the custody of all documents of the Club except those required by other officers in the course of their duties.
- (b) He shall do such other duties as may be assigned to him.
- (c) He shall appoint an Assistant Secretary as and when necessary and such Assistant Secretary shall have the powers of the Secretary when the latter is not available.
- (d) He shall be responsible for all properties of the Club.
- (e) The Secretary shall convene all meetings of the Club in accordance with the Constitution.
- (f) He shall maintain a current register of financial members and will be responsible for the issue of Membership Cards as and when Annual Subscriptions are paid to the Club.
- (g) He shall be allowed a Petty Cash Fund of an amount to be determined by the Club. He shall keep and make available at all Committee Meetings a Petty Cash Book showing items on which the said money has been expended, and this expenditure will be substantiated, where possible, by the production of receipts.
- (h) This office may be combined with that of Treasurer as in C.12, (5)

### **(4) Treasurer**

- (a) The Treasurer shall receive all monies on behalf of the Club and pay such monies into such bank account or accounts as the Committee may from time to time direct.
- (b) He shall pay all due accounts by cheque from the Club's bank accounts after receiving the Committee's approval for such payments. Three signatories shall be appointed and two signatures shall be required on



each cheque.

- (c) He shall record all financial transactions in the Club's Cash Book and shall summarise the year's transactions in a written Financial Report which he shall have audited for presentation to the Annual General Meeting.
- (d) Should a Treasurer terminate his duties prior to an Annual General Meeting all books must be audited before handing on to any newly appointed Treasurer.
- (e) This office may be combined with that of Secretary as in C.12. (5)

**(5) Secretary/Treasurer**

- (a) If so determined by the Annual General Meeting the offices of Secretary and Treasure may be combined into one and a Secretary/Treasurer elected.
- (b) In the event of C.12. (5) (a) the duties of the Secretary/Treasurer shall be those listed in C.12. (3) and C.12. (4).

**(5) Minute Secretary**

- (a) He shall keep a full and accurate record of all proceedings of each meeting of the Club.
- (b) He shall submit the minutes of each meeting to the following meeting for confirmation.

**(6) Auditor**

- (a) The Auditor(s) shall inspect the Membership Roll, audit the annual statement of accounts and shall certify same.
- (b) He shall have the power at any time to call for the production of all books, accounts, vouchers and other documents relating to the financial affairs of the Club.
- (c) The Auditor(s) shall not hold any other office and shall not be a member of the Committee.

**(7) Public Relations Officer**

- (a) The Public Relations Officer shall be responsible for the maintenance of goodwill and publicity with the General Public.
- (b) This Officer may concurrently hold any other office.

**(8) Editor**

- (a) The Editor shall be responsible for the compiling, editing and printing of the Club's Newsletter.
- (c) The Editor, with the approval of the Committee, may select an Assistant-Editor or other assistants to fulfill a particular function.
- (c) This officer may concurrently hold any other office.

**(9) Delegates to the G.C.C.F.S.A.**

- (a) At the Annual General Meeting the Club shall appoint such delegates

and proxy delegates as may be required by the G.C.C.F.S.A. who shall hold office until the following Annual General Meeting or until resignation or forfeiture of office.

- (b) The delegates shall, at all Council Meetings, present the views of the Club and, if a direction has been given by the Club, shall vote as directed on any particular issue.
- (c) If the delegates are unable to attend any Council Meeting they shall notify the proxy delegates who shall replace them.

**(10) Public Officer**

- (a) The Public Officer shall be appointed by a simple majority at a Committee Meeting.
- (b) He shall hold office until his resignation or forfeiture of office, or until such time as the Committee may decide to appoint a replacement.

**(11) Age Limit**

No office bearer shall be under the age of legal majority.

**C 13. FINANCE**

- (1) The income and property of the Club shall be applied solely to the promotion of the Club's Objects and no part thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of pecuniary profit to members, provided that remuneration may be paid in good faith to officers and servants of the Club or other persons in return for services actually rendered to the Club.
- (2) Membership fees for all classes of membership shall be an amount determined at the Annual General Meeting each year. Membership fees shall be due and payable as under C 5 (1).
- (3) Each membership fee shall be deemed to include one subscription to the Club's Newsletter.

**C 14. ALTERATION TO THE CONSTITUTION**

- (1) This Constitution may be altered, modified or added to at an Annual General Meeting or Special General Meeting by two-thirds majority of voting members present.
- (2) Thirty days' notice, together with the proposed alterations must be given in writing to all members.

**C 15. PROPERTY**

In the event of dissolution or disaffiliation of the Club from the G.C.C.F.S.A., all monies and assets of the Club, after debts are paid, shall be distributed among the clubs affiliated with the G.C.C.F.S.A. The manner of this distribution to be determined by the G.C.C.F.S.A.

## **C 16. INTERPRETATION**

In this Constitution, unless the context otherwise requires :-

- (1) Words implying the masculine gender shall be taken to imply the feminine and the singular shall include the plural.
- (2) “in writing” and “written” means and includes printing or other means of reproducing words in visible form.
- (3) The terms “financial member” and “voting member” shall mean a Club Member whose subscription is not in arrears, or an Honorary Life Member.

# TANDANYA CAT CLUB INCORPORATED

The Constitution and Rules of the Club are the Laws which govern the Club and all members are required to abide by them and to actively support the Objects listed therein.

## RULES

1. Show Rules as laid down by G.C.C.F.S.A. shall be strictly adhered to at date of show.
2. (a) The Club will produce a Newsletter at least twice per year.  
(b) Each Annual Subscription shall be deemed to include one year's Newsletter subscription. Copies of Newsletter may be purchased singly by members and non-members at \$1.50 per copy.  
(c) Advertisements will be accepted for inclusion in the Newsletter. The rates as at 1st November, 1994:  
\$5.00 per full page per issue or \$25.00 per six issues,  
\$3.00 per half page per issue or \$15.00 per six issues,  
\$2.00 per quarter page per issue or \$10.00 per six issues.  
Kitten advertisements - free to members - \$1.00 to non-members.  
Stud List free to members - \$1.00 to non-members.  
Classified adverts \$1.00 with maximum of five lines.  
(d) Advertising will be open to all members of G.C.C.F.S.A. affiliated clubs and business houses.  
(e) Advertising in the Newsletter will be kept strictly in balance with the interest matter.  
(f) Special support by business houses and other interested parties warrants complimentary advertising.
3. (a) Membership Fees applicable as at 1st November 1994:  
Joining fee, payable in addition to annual  
subscription at time of joining Club \$ 2.00  
Single Member annual subscription \$ 7.00  
Family Membership annual subscription \$10.00  
Junior Members (under 16 years of age) \$2.00 - no joining fee  
Newsletter Postage Option \$5.00 each year in addition to  
membership subscription.  
The family membership will be deemed to include two adults and any dependent children under 16 years of age at the time subscription falls due.  
(b) Members may pay subscription in advance for any number of years but will be required to make up the difference should any increase in the annual subscription rate occur.  
(c) Members are offered the opportunity to have Newsletters posted to them at a cost of \$5.00 per year as an option. This amount is payable in addition to annual subscription.
4. Any complaint made to the Club against a member of the Club must be lodged with the Secretary, in writing, and duly signed by the complainant and any witnesses of the first instance. Such complaint will be dealt with in accordance with Section C 11. of the Constitution.

5. Annual General Meeting
  - (a) Each year, at the Annual General Meeting to be held no later than three calendar months after the end of the Club's financial year, all offices, including Governing Council Delegates, are to be declared vacant and a financial member shall be elected to Chair the meeting during the election of President and Vice President
  - (b) The person elected to chair the election of President and Vice President at the Annual General Meeting may not be a nominee for those positions. He may be replaced by the newly elected President or Vice President if he wishes to stand for another office, or may continue in the chair until the end of the elections..
  - (c) Each nominee, proposer and seconder for office shall be financial members of the Club at date of Annual General Meeting.
  - (d) Each nominee for the vacant offices will be accepted by verbal or written proposal by and for financial members present at the Annual General Meeting.
  - (e) Upon the nominee's acceptance of such proposal all voting will proceed subject to Section C 10. (6) of the Constitution.
  - (f) All officers, elected according to the rules of the Constitution will be entitled to hold office until the next Annual General Meeting.
6. The Committee shall meet within twenty-eight days of the conclusion of any cat show sponsored by the Club, and the Manager of the said Show, or his representative, shall present a report and financial statement to the Committee.
7.
  - (a) Observers may attend routine Committee Meetings.
  - (b) The number of observers permitted to attend to be subject to the size of the venue.
  - (c) Observers at Committee Meetings may only speak after proper application has been made to, and approval has been given by the Chairman, and shall have no power to vote.
8. Delegates to the Governing Council of the Cat Fancy of South Australia Inc. will represent the Club at Governing Council Meetings.
  - (a) The President, Secretary and Treasurer of the Club shall be Delegates.
  - (b) The Proxy Delegates shall be elected by simple majority vote in accordance with the normal election procedures of the Club.
  - (c) The Chief Delegate shall be the Secretary of the Club.
9.
  - (a) The signatories for the Club's bank account(s) shall be the President, the Secretary and the Treasurer, or if the positions of Secretary and Treasurer are combined, then a third signatory shall be elected at the Annual General Meeting, with any two being required to sign any cheque.
  - (b) The Secretary, Treasurer and Editor may hold Petty Cash to the amount of twenty dollars. Expenditure shall be strictly itemised and where possible shall be substantiated by receipts.
10. These rules may be repealed, added to, or amended at any General Meeting by such repeal, addition or amendment first being proposed and seconded. A vote shall then be called for by the Chairman and shall be decided in accordance with Section C 10. (6) of the

Constitution.

11. The President (in the absence of the President, the Vice President), the Secretary and the Treasurer may purchase goods up to the value of \$200.00 in an emergency, without waiting for a meeting.
12. Each Show Manager may be allotted a float of \$500.00 from T.C.C. General Bank Account to be returned to account when Show Account is finalised.