



GCCFV CONSTITUTION

Reg No A0043662C

Oct 2017

GOVERNING COUNCIL OF THE CAT FANCY AUSTRALIA & VICTORIA INC

Reg No A0043662C

CONSTITUTION

1. NAME

The Incorporated Association is THE GOVERNING COUNCIL OF THE CAT FANCY AUSTRALIA & VICTORIA INCORPORATED, Reg No A0043662C (in this constitution called "GCCFV")

2. DEFINITIONS

For the purpose of this constitution the following definitions shall apply:

"AGM"	Abbreviation of Annual General Meeting of GCCFV
"GCCFV Show"	A show run under GCCFV By-Laws by GCCFV or by a club affiliated with GCCFV
"Committee"	The elected Committee of GCCFV
"Member"	A person who has been granted membership
"Affiliated Club"	A club which has been granted Affiliation with GCCFV
"Special Resolution"	A resolution of which 21 days notice has been given and which is only passed on a majority of 75%

3. STATEMENT OF PURPOSES

3.1 The statement of Purposes of GCCFV is:

- i) To promote in every way and foster interest in the general welfare of all cats and kittens
- ii) To promote responsible pet ownership
- iii) To keep registers and stud books and provide for the registration of cats and breeders' prefixes and other records
- iv) To set standards and breeding guidelines for the breeding of pedigree cats
- v) To make regulations for the day to day running of GCCFV
- vi) To set By-Laws for the running of cat shows
- vii) To run cat shows and make awards at cat shows
- viii) To award titles to qualified cats
- ix) To hold instruction classes for judges, stewards and others
- x) To appoint judges, stewards and others as required
- xi) To accept affiliation from clubs
- xii) To become a member or affiliate of other bodies
- xiii) To accept membership from interested persons
- xiv) To purchase, lease or otherwise acquire real estate and to sell, lease or otherwise dispose of it.
- xv) To hold money in accounts in banks or other financial institutions or to hold shares or securities of any kind
- xvi) To act as a trustee
- xvii) To carry out any other activities deemed beneficial to cats

4. ALTERATION OF THE CONSTITUTION AND BY-LAWS

4.1 The Constitution and the statement of purposes of GCCFV may only be altered by a Special Resolution of Members.

4.2 The By-laws of GCCFV may only be altered by a motion at a General meeting of Members with at least 10 days notice of such motion

5. MEMBERSHIP

- 5.1 An application for membership must be lodged in writing with the Secretary and must be accompanied by the joining fee and annual subscription.
- 5.2 The Secretary must refer the application to the next Committee meeting.
- 5.3 The Committee must determine whether to approve or reject the application.
- 5.4 If the Committee approves an application for membership, the Secretary must, as soon as practicable, notify the applicant in writing of the approval and enter the applicant's name in the register of members.
- 5.5 An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her application is accepted.

- 5.6. If the Committee rejects an application, the Secretary must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- 5.7. A right, privilege, or obligation of a person by reason of membership is not capable of being transferred or transmitted to another person, and terminates upon the cessation of membership whether by death or resignation or otherwise.
- 5.8 All members must abide by the Constitution, By-Laws and Code of Conduct of GCCFV

5.9 Membership Classes

5.9.1 Members:

5.9.1.1 The committee may admit as a member a natural person who:

- i) is over the age of 18 years and resides:
 - a) at an address situated in the State of Victoria; or
 - b) at an address outside Victoria being a designated border town; and
- ii) is not a member of another Feline Controlling Organization similar to GCCFV

5.9.1.2 Members:

- i) have voting rights at all General Meetings, and for any Special resolution
- ii) have the right to register cats and compete for GCCFV awards as outlined in the By-Laws
- iii) may be eligible for nomination as office bearers, or election as a member of the Committee, subject to other requirements herein
- iv) other rights as outlined in the By-Laws

5.9.2 Associate Members

5.9.2.1 the committee may admit as an Associate Member a natural person who:

- i) is over the age of 18 years and resides at an address situated outside the State of Victoria; and outside a designated border town

5.9.2.2 An associate member;

- i) is not eligible to hold any office under the Constitution and By-Laws or to submit his or her name as a candidate for appointment as a judge
- ii) is not entitled to vote at any meeting, and
- iii) is not eligible for nomination to, or election as a member of the Committee and may not vote in any ballot in any such election, and
- iv) is subject to restrictions regarding the registration and exhibition of cats as defined in the By-Laws

5.9.2.3 Subject to clause (5.9.2.2), an associate member for all purposes of the Constitution and By-Laws, shall be entitled to enjoy all of the rights and privileges of and shall be subject to all of the obligations imposed upon a member by the Constitution and By-Laws

5.9.2.4 A member transferring to associate membership and vice versa shall not be required to pay the joining fee.

5.9.3 Junior Members

5.9.3.1 The committee may admit as a junior member a natural person who:

- i) is under the age of 18 years and resides:
 - a) at an address situated in the State of Victoria; or
 - b) at an address outside Victoria being a designated border town; and
- ii) is not a member of another Feline Controlling Organization similar to GCCFV

5.9.3.2 A Junior Member:

- i) is not eligible to hold any office under the Constitution and By-Laws or to submit his or her name as a candidate for appointment as a judge;
- ii) is not entitled to vote at any meeting, and
- iii) is not eligible for nomination to, or election as a member of the Committee and may not vote in any ballot in any such election, and
- iv) is subject to restrictions regarding the registration and exhibition of cats as defined in the By-Laws

5.9.3.3 Subject to clause (5.9.3.2) a junior member for all purposes of the Constitution and By-Laws shall be entitled to enjoy all of the rights and privileges of and shall be subject to all of the obligations imposed upon a member by the Constitution and By-Laws.

5.9.3.4 A junior member who is subsequently accepted as a member shall not be required to pay an additional joining fee.

5.9.4 Life membership

- 5.9.4.1 Life membership of GCCFV may be granted to any person deemed to have been of outstanding service to GCCFV or the Cat Fancy in general.
- 5.9.4.2 Life membership shall be granted at the AGM
- 5.9.4.3 Life members shall enjoy all the rights and privileges of membership
- 5.9.4.4. Only one life membership shall be granted per calendar year.
- 5.9.4.6 There shall be no more than twenty life members at any one time.

5.10 Register of members

- 5.10.1 The Secretary must keep and maintain a register of members containing -
 - a) The name and address of each member; and
 - b) the date on which each member's application was accepted
 - c) the class of membership
- 5.10.2 The register is available for inspection free of charge by any member upon request

5.11 Fees for membership

- 5.11.1 a joining fee and an annual membership fee shall be set each year at the AGM for the following calendar year
- 5.11.2 The Joining fee is to be paid only on initial application to become a member or after membership has been allowed to expire
- 5.11.3. Annual membership fees are due by 1st January each year. Where a membership has not been renewed by a date set out in the By-Laws, that person shall be deemed to be a non-member. New applications for membership approved after 1st November shall be deemed to be valid for the following calendar year.

5.12 Resignation of members

- 5.12.1 A member of GCCFV who has paid all moneys due and payable to GCCFV may resign by giving one month's notice in writing to the Secretary of his or her intention to resign.
- 5.12.2 After the expiry of the period referred to in the previous clauses
 - a) the member ceases to be a member; and
 - b) the Secretary must record in the register of members the date on which the member ceased to be a member.

6. DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS

- 6.1 Subject to the Constitution and By-Laws if the Committee is of the opinion that a member has refused or neglected to comply with the Constitution and By-Laws, or has been guilty of conduct unbecoming a member or prejudicial to the interest of GCCFV, the committee may by resolution-
 - a) fine that member an amount not exceeding \$500; or
 - b) suspend that member from membership of GCCFV for a specified period; or
 - c) expel that member from GCCFV.
- 6.2 A resolution of the Committee under the previous clause does not take effect unless, at a meeting held in accordance with this Constitution, the Committee confirms the resolution, and, if the member exercises a right of appeal to a General Meeting under this Constitution, the General Meeting confirms the resolution in accordance with this Constitution.
- 6.3 A meeting of the Committee to confirm or revoke a resolution passed under this section must be held not earlier than 14 days, and not later than 28 days, after notice as been given to the member in accordance with this Constitution.
- 6.4 For the purposes of giving notice in accordance with this section, the Secretary must, as soon as practicable, cause to be given to the member a written notice
 - a) setting out the resolution of the Committee and the grounds on which it is based; and
 - b) stating that the member, or his or her representative, may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - c) stating the date, place and time of the meeting; and
 - d) informing that member that her or she may either
 - i) attend that meeting; or
 - ii) give to the committee, before the date of that meeting, a written statement seeking the revocation of the resolution;

- e) informing the member that, if at the meeting, the committee confirms the resolution, he or she may not later than 7 days after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to a general meeting against the resolution.
- 6.5 At a meeting of the committee to confirm or revoke a resolution passed under this section, the committee must;
 - a) give the member, or his or her representative, an opportunity to be heard; and
 - b) give due consideration to any written statement submitted by the member; and
 - c) determine by resolution whether to confirm or to revoke the resolution.
- 6.6 If the member is not present at the meeting, the Secretary must inform the member of the Committee's decision within 2 days.
- 6.7 If, at the meeting of the committee, the committee confirms the resolution, the member may, not later than 7 days after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to a general meeting against the resolution.
- 6.8 If the Secretary receives a notice from the member under this section, the appeal will be dealt with at the next General meeting.
- 6.9 At the general meeting
 - a) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - b) the member, or his or her representative, must be given an opportunity to be heard, and
 - c) the Members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 6.10 A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, in favour of the resolution. In any other case, the resolution is revoked.

7. DISPUTES AND MEDIATION

- 7.1 The grievance procedure set out in this section applies to disputes under the Constitution between:
 - a) a member and GCCFV; or
 - b) a member and another member in regard to the constitution only
- 7.2 The parties 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 of the parties.
- 7.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend the meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator
- 7.4 The mediator must be-
 - a) a person chosen by agreement between the parties; or
 - b) in the absence of agreement –
 - i) in the case of a dispute between a member and the GCCFV, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice); or
 - ii) in the case of a dispute between a member and another member, a person appointed by the committee of the GCCFV
- 7.5 The mediator cannot be a member who is a party to the dispute
- 7.6 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation
- 7.7 The mediator, in conducting the mediation, must-
 - a) Give the parties to the mediation process every opportunity to be heard; and
 - b) Allow due consideration by all parties of any written statement submitted by any party; and
 - c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 7.8. The mediator must not determine the dispute.
- 7.9 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

8. COMMITTEE

- 8.1 There shall be a committee comprising the Office Bearers of the GCCFV which:
- shall guide and manage the affairs of the GCCFV; and
 - may exercise all such functions as may be exercised by the GCCFV other than those functions that are required by this constitution to be exercised by general meetings of the members of the Association;
 - shall consider and approve an annual budget of income and expenditure for GCCFV
 - subject to clause b), shall have the authority to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of GCCFV.
- 8.2 A member of the Committee shall be appointed as the Public Officer. (NB the secretary fulfils this role due to change in Associations Incorporation Reform Act 2012)

8.3 Election of the Committee

- 8.3.1 Election of the Committee will be held at the AGM
- 8.3.2 a) Any person nominated for a position on the Committee must currently be, and have been for not less than 12 months, a member of GCCFV and a member of an Affiliated Club, or
b) A member of GCCFV for not less than 3 consecutive years.
- 8.3.3 All nominations must be in writing. Each nomination must contain the names and signatures of either two officials of an Affiliated Club, or of one Committee Member and one official of an Affiliated Club, as proposer and seconder. Persons nominated for positions on the Committee must indicate their acceptance of such nomination by signing the nomination form and providing a short resume of not more than 200 words), highlighting his or her cat-fancy related experience and/or skills and experience relevant to the position being nominated for prior to the closing date but nominations by members for multiple positions are not permitted.
- 8.3.4 Nominations must be received by the Secretary by a date determined by Committee, such date to be no less than twenty-eight days prior to the AGM.
- 8.3.5 At least fourteen days before the AGM, the secretary shall forward to all Members a list of nominees and a copy of his or her relevant resume for each vacant position.
- 8.3.6 Voting for all positions shall be by secret ballot.
- 8.3.7 Where more than two nominations are received for a position on the Committee, preferential voting will occur and the candidate with the least number of votes will be removed from the voting until one candidate has attained a clear majority.
- 8.3.8 In the event of a tied count, the outcome shall be determined by the Chairman having a second vote.
- 8.3.9 Where a vacancy occurs due to insufficient nominations at an Annual General Meeting or as a result of a Committee member's death, resignation, ill-health and/or for any reason during the year, a member may fill the vacancy at a General Meeting provided the terms and conditions that apply to nominations and voting procedures for the AGM as specified in Sections 8.3.2 to 8.3.8 inclusive of the Constitution are complied with
- 8.3.10 The term of outgoing Committee members ends at the conclusion of the AGM
- 8.3.11 The Chairman shall be elected for two years at the AGM and carry out the duties set out in the By-Laws
- 8.3.12 The President shall be elected for two years at the AGM alternately to the Chairman and carry out the duties set out in the By-Laws
- 8.3.13 The two vice-Presidents shall be elected for a two year term at the AGM, alternately with the other and carry out the duties set out in the By-Laws
- 8.3.14 The Secretary shall be elected for a two year term at the AGM and carry out the duties set out in the By-Laws
- 8.3.15 The Assistant Secretary shall be elected for a two year term at the AGM alternately to the Secretary and carry out the duties set out in the By-Laws
- 8.3.16 The Treasurer shall be elected for a two year term at the AGM and carry out the duties set out in the By-Laws
- 8.3.17 The Assistant Treasurer shall be elected for a two year term at the AGM alternately to the Treasurer and carry out the duties set out in the By-Laws
- 8.3.18 A position on the Committee becomes vacant if the holder ceases to be a member, or is relieved of duties or resigns from office in writing given to the Secretary.

9. MEETINGS

9.1 Notice of Meetings and Minutes

All notices and minutes must be sent to each member either by hand, or by post, or electronically to the relevant address supplied by the Member

9.2 Annual General Meeting of Members

9.2.1 An Annual General Meeting of Members shall be held each year no later than four months following the end of the calendar year i.e. before 30th April for the purpose of electing the Committee and appointees, setting fee structures and other business usually done at an AGM and voting on any special resolution of which twenty-one days notice has been given.

9.2.2 At least twenty eight days prior to the AGM, the Secretary shall forward to each Member notice of the AGM, advising the time, date and venue of the meeting.

9.2.3 A quorum shall consist of ten percent of the Members entitled to vote

9.2.4 No proxy vote will be accepted from any Member unable to be present

9.3 Ordinary General Meetings of Members

9.3.1 Ordinary General Meetings of members will be held at a time and place as determined from time to time by the members at general meetings

9.3.2 Notice of general meetings:

i) The Secretary of the GCCFV, at least 10 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of GCCFV, must cause to be sent to each member of GCCFV, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

ii) No business other than that set out in the notice convening the meeting may be conducted at the meeting.

iii) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

9.3.3. A quorum shall consist of 16 Members entitled to vote

9.3.4 No proxy vote will be accepted from any Member unable to be present,

9.3.5 In the event of a tied count, the outcome shall be determined by the Chairman having a second vote.

9.3.6 A copy of the minutes of every General meeting shall be distributed to each Member.

9.4 Proceedings at Meetings

9.4.1 No item of business may be conducted at a general meeting unless a quorum of members entitled under this Constitution to vote is present at the time when the meeting is considering that item.

9.4.2 A quorum shall be at least 16 Members entitled to vote for the transaction of the business of a general meeting. (or, at an AGM, 10% of members entitled to vote)

9.4.3 If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

9.4.4 If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

In the event that there is not a quorum general meeting may proceed but all decisions are interim. Notice of interim decisions will be forwarded to members within 7 days of the date of the meeting. Unless a petition is received from members representing at least 25% of the quorum within 21 days of the meeting the decisions will become decisions of the members

9.5 Adjournment of Meetings

9.5.1 The person presiding may, with the consent of a majority of Members present at the meeting, adjourn the meeting from time to time and place to place.

9.5.2 If a meeting is adjourned, notice of the adjourned meeting must be given to all Members not present at that meeting.

9.6 Voting at General Meetings

9.6.1 All votes must be given personally.

9.6.2 In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

9.7 Manner of determining whether resolution carried

- 9.7.1 If a question arising at a general meeting is determined on a show of hands, a declaration by the Chairperson that a resolution has been
- a) Carried; or
 - b) Carried Unanimously; or
 - c) Carried by a particular majority; or
 - d) Lost;
- an entry to that effect in the minute book of GCCFV is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

9.8 Committee Meetings

- 9.8.1 Meetings of the Committee may be held as required
- 9.8.2 Quorum for committee meetings is 50% of committee members
- 9.8.3 No business may be conducted unless a quorum is present
- 9.8.4 If within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and the same time and day in the following week
- 9.8.5 The committee may act notwithstanding any vacancy on the committee

10. AFFILIATION OF CLUBS

10.1 General

10.1.1 Any club affiliated with GCCFV shall:

- i) Abide by the Constitution and By-Laws and all decisions made by GCCFV
- ii) Pay the affiliation fee as set out in the By-Laws
- iii) Is not entitled to benefits of affiliation if it has not paid the affiliation fee,
- iv) Operate only under a constitution approved by GCCFV
- v) Not have as a member any person who has been expelled from GCCFV or convicted of cruelty to animals

10.1.2 Any club which does not abide by these conditions, unless permission has been granted at a General Meeting, will have its affiliation suspended for a period decided by members at a General Meeting

10.2 Affiliation of New Clubs

10.2.1 GCCFV will consider applications for affiliation from any club as set out in the Constitution and By-Laws

11. FINANCES

11.1 Income

11.1.1 The income of GCCFV shall be derived from joining fees, annual fees, charges for services, donations and other sources.

11.1.2 The Treasurer must collect and receive all moneys due and make all authorised payments and keep correct accounts, with full details of all receipts and expenditure, showing the financial affairs of GCCFV

11.1.3 The income and property of GCCFV shall be applied solely towards the promotion of its objects and no portion shall be paid by way of dividend bonus or otherwise by way of profit to members, except for payment of services rendered, honorariums as set at the AGM and reimbursement of expenses.

11.2 Bank Accounts

11.2.1 All GCCFV bank accounts shall require at least two signatures at all times. The Treasurer, Chairman, President and Secretary will normally be the approved signatories.

11.2.2 Only current members of the Committee may be approved as signatories to any GCCFV bank account.

11.2.3 All accounts must be paid by cheque or by any other means as decided by a General Meeting

11.3 Audit

11.3.1. Members in General Meeting shall appoint an Auditor to audit the books of account and annual balance sheet of GCCFV.

12. CUSTODY OF RECORDS

12.1 Except as otherwise provided in the By-Laws, the Secretary must keep under his or her control all books, documents and securities of GCCFV.

12.2 All accounts, books, securities and any other relevant documents of GCCFV must be available for inspection free of charge by any member upon request.

13. COMMON SEAL

13.1 The Common Seal shall be kept in the custody of the Secretary.

13.2 The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common Seal must be attested by the signatures of two member of the Committee.

14. WINDING UP OR CANCELLATION

14.1 In the event of the winding up or cancellation of GCCFV, its assets, after payment of any liabilities, shall be given to the Feline Health Research Fund, or to an organization with similar aims to that Fund.