



# **GCCFV CONSTITUTION**

**Reg No A0043662C**

April 2023

# 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, (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%
"The Act"	Associations Incorporation Reform Act 2012 and includes any regulations made under that Act
"Secret ballot"	A ballot in which votes are cast in secret. When the voting has finished, all votes are counted, and the results recorded by two ballot counters. The results (including the recorded number of votes) are announced by the Chairman of the meeting and recorded in the minute

### 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, Code of Conduct, Social Media Policy and Code of Ethics of GCCFV; and Victorian Code of Practice, the Domestic Animals Act 1994 and amendments April 2013 and December 2017, the Applicable Organisation Conditions and Application – member requirements and ACF Inc Affiliate member requirements

### 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;
- ii) is not a member of another Feline Controlling Organization similar to GCCFV , with the exception of rule iii)
- iii) New applicants who are members of another Feline Controlling Organisation, similar to GCCFV, must resign their other membership(s) within 14 days of GCCFV accepting their membership application

5.9.1.3 [Members who have been granted approval to operate under a breeders prefix \(refer Bylaws 10.7\) are known as breeder members, and will have a B added to the end of their membership number.](#)

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
- v) where a member is suspended, all membership rights and privileges are suspended for the duration of that suspension

#### 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

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

5.8.3.1 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;
- ii) is not a member of another Feline Controlling Organization similar to GCCFV , with the exception of rule iii)
- iii) New applicants who are members of another Feline Controlling Organisation, similar to GCCFV, must resign their other membership(s) within 14 days of GCCFV accepting their membership application

**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 Nomination for Life membership may be put forward by any financial member, who has been a member for not less than (2) two years continuously, and if successful the nomination 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 1<sup>st</sup> 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 1<sup>st</sup> 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 within 14 days record in the register of members the date on which the member ceased to be a member.

**5.13 Notification to Pet Exchange Register**

Where a recreational breeder membership has been cancelled, disqualified, suspended, or the member has resigned or failed to renew their membership, the Secretary must notify the Secretary, Department of Jobs Precincts and Regions within 7 days of that change of membership status.

The information to be supplied as per the Domestic Animals Act is

- The name and membership number of the member
- The date the membership status altered
- The name of the local council where the member carried out recreational breeding
- The reason for the alteration in member status

## **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:
- a) shall guide and manage the affairs of the GCCFV; and
  - b) 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;
  - c) shall consider and approve an annual budget of income and expenditure for GCCFV
  - d) 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 Composition of Committee and duties of Committee members
- 8.2.1 The Committee consists of –
- a Chairperson; and
  - a President; and
  - a First Vice-President; and
  - a Second Vice-President; and
  - a Secretary; and
  - an Assistant Secretary; and
  - a Treasurer; and
  - an Assistant Treasurer
- 8.2.1.1 General Duties of all Committee members
- a) As soon as practicable after being elected to the Committee, each Committee member must become familiar with the GCCFV Constitution and By-laws and The Act.
  - b) The Committee is collectively responsible for ensuring that the GCCFV complies with The Act and that individual members of the Committee comply with the Constitution.
  - c) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
  - d) Committee members must exercise their powers and discharge their duties –
    - In good faith in the best interests of GCCFV; and
    - For a proper purpose
  - e) Committee members and former Committee members must not make improper use of-
    - Their position; or
    - Information acquired by virtue of holding their position – so as to gain an advantage for themselves or any other person or to cause detriment to the GCCFV.
  - f) In addition to any duties imposed by the Constitution, a Committee member must perform any other duties imposed from time to time by resolution at a general meeting.
- 8.2.2 Chairman
- The Chairman shall -
- a) be elected for two years at the AGM of members.
  - b) attend 8 GCCFV Committee meetings in a calendar year, unless the reason for nonattendance is acceptable to GCCFV, otherwise the position is declared vacant.
  - c) chair all meetings of GCCFV
  - d) chair meetings of the Committee
  - e) be responsible for the conduct and management function of GCCFV.
  - f) sign all documents as required

### 8.2.3 The Chairman and the President shall -

- a) liaise with Cat Control Associations, including the ACF
- b) liaise with the GCCFV Judges Sub-committee to maintain and co-ordinate the standards for cat breeds
- c) liaise with groups interested in the breeding and showing of cats, including geneticists
- d) co-ordinate all GCCFV publications
- e) subject to subrule f), the Chairman or, in the Chairman's absence, the President, is the Chairperson for any general meetings and for any committee meetings.
- f) If the Chairman and the President are both absent, or are unable to preside, the Chairperson of the meeting must be a Committee member elected by the other Committee members present.

### 8.2.4 President

The President shall:

- a) be elected for two years at the AGM of members
- b) attend 8 GCCFV Committee meetings in a calendar year, unless the reason for nonattendance is acceptable to GCCFV, otherwise the position is declared vacant.
- c) be responsible for:
  - i. the duties of the Chairman of GCCFV in the absence of the Chairman
  - ii. duties as required.

### 8.2.5 1st Vice President & 2nd Vice President

The two Vice-Presidents shall:

- a) be elected for a two-year term, with one to retire each year alternately with the other
- b) attend 8 GCCFV Committee meetings in a calendar year, unless the reason for nonattendance is acceptable to GCCFV, otherwise the position is declared vacant.
- c) assist the President and Chairman in carrying out their duties.
- d) undertake duties as required.

### 8.2.6 Secretary

The Secretary shall -

- a) be elected for a two-year term at the AGM of members, and
- b) attend 8 GCCFV Committee meetings in a calendar year, unless the reason for nonattendance is acceptable to GCCFV, otherwise the position is declared vacant.
- c) prepare, in consultation with the Chairman, an agenda and make arrangements for all GCCFV meetings
- d) ensure that an accurate and impartial record is kept of all meeting proceedings
- e) keep a file of minutes of GCCFV meetings
- f) keep a file of all correspondence
- g) attend to all correspondence with the exception of matters directly affecting the duties of other Committee members
- h) sign documents as required
- i) delegate duties to the Assistant Secretary as required.
- j) liaise with Cat Control Associations, including the ACF.
- k) liaise with the GCCFV Judges Sub-committee to maintain and co-ordinate the standards for cat breeds.
- l) liaise with groups interested in the breeding and showing of cats, including geneticists
- m) co-ordinate all GCCFV publications
- n) maintain the register of members in accordance with 5.10
- o) must give to the Registrar of Incorporated Associations notice of his or her appointment within 14 days after the appointment
- p) must lodge any changes to the Constitution with the Registrar of Incorporated Associations within 28 days
- q) must lodge the Annual Return of the GCCFV with the Registrar of Incorporated Associations by the due date
- r) must perform any other duty or function required under The Act to be performed by the Secretary of an incorporated association

### 8.2.7 Assistant Secretary

The Assistant Secretary shall:

- a) be elected for a two-year term alternately to the Secretary at the AGM of Members, and
- b) attend 8 GCCFV meetings in a calendar year, unless the reason for non-attendance is acceptable to GCCFV, otherwise the position is declared vacant.
- c) assist the Secretary in carrying out duties
- d) carry out duties as required.

### 8.2.8 Treasurer

The Treasurer shall:

- a) be elected for a two-year term at the AGM of members, and
- b) attend 8 GCCFV Committee meetings in a calendar year, unless the reason for nonattendance is acceptable to GCCFV, otherwise the position is declared vacant.
- c) receive all monies, and within a reasonable time thereafter, deposit the same in an approved bank, to the credit of an account opened in the name of GCCFV
- d) make disbursements after particulars of amounts have been passed for payment at a General Meeting or Committee Meeting of GCCFV
- e) be responsible for keeping records of receipts, expenditure and all financial affairs of GCCFV
- f) present a current financial statement to each GCCFV meeting
- g) present all to the Auditor all documents required by law.
- h) present the audited annual financial report to the Committee for acceptance
- i) present the audited annual financial report to all Members at the AGM of members.
- j) Ensure that the financial records of the GCCFV are kept in accordance with The Act
- k) Coordinate the preparation of the financial statements and their certification by the Committee prior to their submission to the AGM
- l) The Treasurer must ensure that at least one other Committee member has access to the accounts and financial records of the GCCFV

### 8.2.9 Assistant Treasurer

The Assistant Treasurer shall:

- a) be elected for a two-year term alternately to the Treasurer at the AGM of Members, and
- b) attend 8 GCCFV Committee meetings in a calendar year, unless the reason for nonattendance is acceptable to GCCFV, otherwise the position is declared vacant.
- c) assist the Treasurer in carrying out duties
- d) carry out duties as required.

## 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  
a) two officials of an Affiliated Club, or  
b) two Committee members, or  
c) one Committee Member and one official of an Affiliated Club, or  
d) One Committee member and a current member of at least 5 years current continuous membership at the time of nominating

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

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 If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises. Where a vacancy (other than the Secretary) 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, an election must be held to fill the vacancy at the next available 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. Note: In such cases "General Meeting" will replace "AGM" in sections 8.3.4 and 8.3.5.

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 8.2.2 and 8.2.3

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 8.2.3 and 8.2.4
- 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 8.2.5
- 8.3.14 The Secretary shall be elected for a two year term at the AGM and carry out the duties set out in 8.2.6
- 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 8.2.7
- 8.3.16 The Treasurer shall be elected for a two year term at the AGM and carry out the duties set out in 8.2.8
- 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 8.2.9
- 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 five months following the end of the calendar year i.e. before 31<sup>st</sup> May 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 General meeting may proceed but all decisions are interim. Notice of interim decisions will be forwarded to all members within 7 days of the date of the General 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

9.9 All meetings of the GCCFV are restricted to members only, except where the Committee has granted permission for a non-member of GCCFV to be present.

## **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

10.1.3 All office bearers and Committee members of any affiliated club must be a current financial member of GCCFV

### **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 and as condition of this acceptance as a signatory, each party will be required to undergo and pass a police check prior to signing any cheques or being involved with any funds of the GCCFV. Continuing approved signatories are required to undergo and pass a police check within 3 years from the date of issue.

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. SIGNING OF LEGAL INSTRUMENT**

13.1 The signing of any legal instrument, except by the authority of the Committee, must be attested by the signatures of two members of the Committee

## **14. WINDING UP OR CANCELLATION**

14.1 The GCCFV may be wound up voluntarily by special resolution.

14.2 In the event of the winding up or the cancellation of GCCFV, the surplus assets must not be distributed to any members or former members of the GCCFV.

14.3 Subject to the Act and any court order made under section 133 of the Act, the surplus assets shall be given to the Feline Health Research Fund or to an organisation with similar aims to that Fund and which is a not for profit organisation, and:

14.4 The body to which the surplus assets are to be given must be decided by special resolution.