



# KWA-NATAL CAT CLUB (KZNCC)

## CONSTITUTION

*Last update: March 2019*

### 1. Title

The club shall be known as the KwaZulu-Natal Cat Club (KZNCC). KZNCC in this Constitution will be referred to as the “Club”.

### 2. Area of Origin

The Area of Origin shall be in KwaZulu-Natal or at such an address as the Club may from time to time decide upon for an Annual General Meeting.

### 3. Legal Status

3.1 The Club will be a voluntary association with independent legal persona. The Club may acquire and hold property, independent of its members and likewise may acquire rights and incur obligations and sue and be sued for and by itself independent of its members.

3.2 All property and assets of the Club shall vest in the Club, which shall hold such assets for itself. Individual members shall have no rights in or to any property or other assets of the Club.

3.3 Any obligations, assets or liabilities by or on behalf of the Club shall be for its own account and to the exclusion of the individual members.

3.4 The power to decide whether or not to enter into or defend litigation involving the Club shall vest in the Executive Committee of the Club.

### 4. Definitions

4.1 In all cases words importing masculine gender shall include the feminine gender, and words in singular number shall include the plural and vice versa.

4.2 “**Committee**” shall mean the Executive Committee of the Club, duly elected in terms of the Constitution by the membership.

4.3 “**The Constitution**” shall mean rules and regulations of the Club duly passed in accordance with the Constitution.

“**General Meeting**” shall mean an Annual General Meeting or an Extraordinary General Meeting in terms of this Constitution.

### 5. Objectives

The objectives of this Club are:

5.1 To co-ordinate and encourage and support the breeding of pedigree cats in South Africa.



## KWA-NATAL CAT CLUB (KZNCC)

### CONSTITUTION

*Last update: March 2019*

- 5.2 To encourage and support members and non-members to show pedigree and non-pedigree cats in shows held by the Club.
- 5.3 To formulate policies and support the promotion and popularisation of the Cat Fancy in general, but in particular the Club.
- 5.4 To foster and promote proper pet care practices among its members and the general public.
- 5.5 To support and/or, encourage the development of any laws that initiate, and regulations designed to safeguard the well-being of all cats.
- 5.6 To safeguard the purity of the breeds recognised by the Cat Federation of Southern Africa.
- 5.7 Carrying on the affairs of the Club as a non-profit making concern. All excess revenue over expenditure shall be devoted to or expended in order to further the aims of the Club or shall be held in reserve in accordance with the Constitution for that purpose.
- 5.8 Generally undertaking such lawful acts or deeds as are necessary, ancillary, incidental or conducive to the above objects.

#### **6. Membership**

The Club shall consist of Members, Senior Members and Charter Members, elected in accordance with the rules of the Constitution.

- 6.1 Members shall be over the age of sixteen (16) years who agree to adhere to the principles of the Constitution of the Club; and who maintain payment of their full membership subscriptions. Only fully paid-up members have the right to vote at Annual General Meetings and Extraordinary General Meetings of the Club.
- 6.2 Honorary Members shall be persons who, in the opinion of the Committee or by a vote of consensus of the Membership, may or have been of service to the Club. They shall be nominated by paid up members in good standing and voted upon by a majority decision of the Club's Committee on an annual basis and announced at the Annual General Meeting. Honorary members shall receive lifetime membership to the Club if the Club is in existence. The Chairperson maintains a casting vote in the event of a tie.
- 6.3 Application for Membership must include a signed application, accompanied by the appropriate payment of the first year's subscription fee. All membership applications shall be subject to approval by the Committee of the Club. Should a membership application be declined, the applicant will be notified of the reason/s in writing.
- 6.4 Normal show entry fees are applicable for non-members.
- 6.5 Membership renewal notices to be emailed or posted before January 31st of each year.
- 6.6 The annual subscription shall fall due on the 28th day of February each year and a renewal fee will apply.

- 6.7 Any person who fails to renew membership by the 28<sup>th</sup> of February shall cease to be a member of the Club and their name shall be deleted from the Membership Roll.
- 6.8 Lapsed members as described in 6.6. must re-apply for membership at the full application rate.
- 6.9 No member of the Club shall derive from the Club any financial profit or gain, apart from any honorarium or gratuity, subject to approval of the Membership or Committee.
- 6.10 A member shall be entitled to resign or terminate membership by written notification to the Honorary Secretary. Any member, who may resign or terminate membership, shall not be entitled to a refund of any subscription that may have been paid to the Club during their membership, and shall have no claims whatsoever against the Club or its property.
- 6.11 Membership fees shall be set for the subsequent financial year at the Annual General Meeting and shall be determined by a simple vote of those members present.

## **7. Code of Conduct for Members**

- 7.1 No member shall commit any breach of the Constitution or the fundamental objects upon which the Club has been founded.
- 7.2 All members shall be bound by the Code of Conduct and Ethics as adopted by the Cat Federation of Southern Africa (CFSA).
  - 7.2.1 All complaints to be received in writing with sufficient evidence. No verbal complaints will be accepted.
  - 7.2.2 A member may be sanctioned, suspended or disciplined for misconduct.
  - 7.2.3 The member will be warned by formal letter of the charge/s and will be afforded the opportunity to repudiate the complaint either in writing or at a hearing of the Committee of the Club, which hearing must be held within seven (7) days of formal notification being given to the member concerned by fax, email or hand delivered letter.
  - 7.2.4 In order to prepare for repudiation of the complaint, the member will be allowed to consult with legal representation, but legal representation at the hearing will not be allowed.
  - 7.2.5 The Committee of the Club may review the dispute in one of the following ways:
    - 7.2.5.1 Dismiss the complaint;
    - 7.2.5.2 suspend the member for a period of three (3) months pending consultation of the CFSA; or
    - 7.2.5.3 refer to CFSA and pending the CFSA's EXCO decision.
- 7.3 Every member shall conform to and not commit any breach of show rules of the CFSA.



## KWA-NATAL CAT CLUB (KZNCC)

### CONSTITUTION

*Last update: March 2019*

- 7.4 A member shall not ill-treat, be cruel to, or in any way cause unnecessary pain and suffering to cats or any other animals; nor willingly supply or sell any animal to pet shops or commercial pet dealers.
- 7.5 Every member shall show respect to the officers and Committee of the Club and shall conform to decisions made by them in accordance with the terms of the Constitution.
- 7.6 Every member shall behave with decorum and shall not display any offensive or insulting conduct, nor act in any manner which shall be detrimental to the Club.
- 7.7 Termination of Membership: Any member whose conduct, detailed in a written complaint and who has been advised of such in writing, and is considered to be in conflict or injurious to the character, interest or well-being of the Club, shall have their membership terminated or suspended or be expelled by the simple majority vote of the Membership after consideration by the Committee. The Club has the right to refer the dispute or complaint to the CFSA's EXCO. The CFSA's EXCO decision will be final.

#### **8. Officers**

- 8.1 The Committee shall consist of not less than three (3) elected members and not more than ten (10) elected members. The Committee shall have the power to co-opt members to replace Committee members to fill any vacancies which may occur. The Committee shall have the power to co-opt an additional three (3) suitable qualified members to fulfil any necessary official function on the Committee.
- 8.2 The Committee shall be elected at an Annual General Meeting and shall hold Office for one (1) year and may be eligible for re-election.
- 8.3 Two (2) Committee members will be elected by the Committee to go forward for the following year to ensure continuity within the Club.
- 8.4 In the event of any of the positions becoming vacant, the Committee may, at its discretion, co-op a Club member to serve in the necessary capacity for the remainder of the term.
- 8.5 Should the members of the Committee elected at the Annual General Meeting drop below three (3), the Chairman shall call an Extraordinary General Meeting for the purpose of electing a new Committee.
- 8.6 Any Committee member who fails to attend three consecutive Committee meetings without valid reason shall cease to be a member of the Committee.
- 8.7 The affairs of the Club will be conducted by the Committee.



**9. Duties of the Committee and Officers**

- 9.1 The Chairman of the Committee shall be the Chief Officer and shall preside at all meetings and perform duties consistent with that Office.
- 9.2 The Deputy Chairman shall perform duties of the Chairman in the absence or resignation of the Chairman.
- 9.3 The Honorary Secretary, Honorary Membership Secretary and Honorary Treasurer shall be members of the Committee whose duties are defined in paragraphs 10, 11 and 12 respectively.
- 9.4 An Examiner, not being a member of the Committee, shall be elected for the current year at each Annual General Meeting.
- 9.5 The Committee shall have the power to deal with any matter not provided for in the Constitution, subject to ratification at the next Annual General Meeting.

**10. Duties of the Honorary Secretary**

The Honorary Secretary shall:

- 10.1 Conduct the correspondence of the Club.
- 10.2 Notify every member and Honorary Members in writing at least fourteen (14) days prior to every Annual General Meeting, with a copy of the agenda. The Committee members shall be notified seven (7) days before with a copy of the agenda prior to each Committee meeting.
- 10.3 In cases of urgency, a formal notice of a Committee meeting may be dispensed with, if it is recorded in the minutes of the meeting.
- 10.4 True and accurate records shall be maintained of each Committee and Annual General Meeting and which shall be read at the next Committee or Annual General Meeting and submitted for confirmation by vote.
- 10.5 Perform any other duties that may be required by terms of the Constitution or by the Committee.

**11. Duties of the Honorary Membership Secretary**

The Honorary Membership Secretary shall:

- 11.1 Maintain a membership register.
- 11.2 Enter all members' names, email addresses, physical / postal addresses and telephone numbers in a register which must be kept current.
- 11.3 Give new members and renewing members a membership letter for the current year. Acknowledgement of membership shall be by the means of a membership letter.
- 11.4 Members shall be entitled to an electronic copy of the Constitution.



## **12. Duties of the Honorary Treasurer**

The Honorary Treasurer shall:

- 12.1 Have custody of all the monies of the Club.
  - 12.1.1 Open and operate a bank account in the name of the Club, the signatories being two designated Committee members and the Treasurer.
  - 12.1.2 Keep account of receipts, vouchers and expenditures.
- 12.2 Ensure all expenditures properly incurred with the approval of the Committee are paid.
  - 12.2.1 Any unauthorised expenditure will be for the individual's own account.
  - 12.2.2 Render a certificate report at the Annual General Meetings, which shall be available to members on request.

## **13. Duties of the Examiner**

The Examiner, not being a member of the Committee, shall be elected or the current year at each Annual General Meeting and shall examine the general ledger and supporting documents for the financial year and certify the financial statement, which shall be presented at the Annual General Meeting.

## **14. Meetings**

A general meeting of the Club to be called the Annual General Meeting shall be held no later than the 28th day of February each year.

- 14.1 The agenda for the Annual General Meeting shall include:
  - 14.1.1 Confirmation of the minutes of the previous Annual General Meeting.
  - 14.1.2 Chairman's report followed by a general discussion.
  - 14.1.3 Treasurer's report followed by a general discussion.
  - 14.1.4 Election of the Committee as provided for in the Constitution, and may include any other business, which an Annual General Meeting is empowered to deal with in regard to the Constitution.
  - 14.1.5 Any motion shall be placed on an agenda on the written request of a proposer and seconder, who must be members of good standing (i.e. paid-up members who are entitled to vote) and must be dated and received at least twenty-one (21) days prior to the meeting.
- 14.2 An Extraordinary General Meeting may be called by the Chairman at any time or after receipt of a written request.
  - 14.2.1 The business to be discussed must be in writing and signed by a proposer and seconder and a minimum of ten (10) members of the Club entitled within twenty- one (21) days after receipt of such a written request.



## KWA-NATAL CAT CLUB (KZNCC)

### CONSTITUTION

*Last update: March 2019*

- 14.3 Written notice of all Extraordinary and General Meetings shall be emailed to each member at least fourteen (14) days prior to the meeting with a copy of the agenda.
- 14.4 A quorum for meetings of the Committee shall be the attendance of a minimum of 50% of Committee members. Any voting shall be decided by a simple majority vote either by a show of hands or by ballot. Should the quorum not be presented within fifteen (15) minutes from the appointed time, the meeting shall stand adjourned for a further fifteen (15) minutes, and if at such adjourned meeting a quorum is not present, those members who are entitled to vote shall transact the business for which the meeting was called.
- 14.5 In the absence of a Chairman and or Deputy Chairman of the Club, a stand-in Chairman to preside over the meeting may be elected by the members present. Such stand-in Chairman must be in good standing of the Club.

#### **15. Voting**

- 15.1 Voting at any meeting of the Club shall be by a show of hands or ballots as the meeting may decide, except at an Annual General Meeting when the Committee shall be elected by secret ballot.
- 15.2 Nominations for election by the Annual General Meeting or an Extraordinary General Meeting duly proposed and seconded by members in good standing and signed by the candidate shall be received by the Hon. Secretary no later than twenty-one (21) days before the meeting.
- 15.3 At the Annual, General, Extraordinary and Committee meetings of the Club, the Chairperson shall be entitled to exercise a casting vote.
- 15.4 Members who are to vote at an Annual General Meeting or at an Extraordinary General Meeting must have been enrolled as paid-up members at least six (6) months' standing prior to any such meeting.
- 15.5 Absent members with valid cause and absent from an Annual General Meeting are entitled to vote by proxy in respect of business on the agenda. Proxy forms shall be made available to the members.

#### **16. Amendments**

The Constitution may be amended or altered or repealed by a majority vote of two-thirds (2/3) of the members present at an Annual or Extraordinary General Meeting, subject to the correct notice being given in writing to all members.



## KWA-NATAL CAT CLUB (KZNCC)

### CONSTITUTION

*Last update: March 2019*

#### 17. Dissolution of the Club

The Club may dissolve:

- 17.1 If two-thirds (2/3) of its members present at an Extraordinary General Meeting called specifically for that purpose agree.
- 17.2 If the membership of the Club falls below three (3) members.
- 17.3 If the Club ceases to function in terms of this Constitution for a period exceeding one (1) calendar year.
- 17.4 If confirmed or agreed to, a decision shall be taken to realise all assets of the Club, and after paying all debts, pass the residue to the Club's successor to be nominated at the meeting.
- 17.5 If failing any such successor, it shall be competent for the meeting to donate or contribute such residual monies to anyone whose main objective shall be the welfare of cats, or failing that, animals.
- 17.6 Power to execute these decisions may be vested in any person/s nominated by the meeting.