

FELINE CONTROL COUNCIL
VICTORIA
INC.



RULES

Effective 17th October 2018

Purpose Statement

The Feline Control Council of Victoria Inc. was founded in 1962 to promote in every way the welfare of cats, the general improvement of the standard, breeding and exhibition of cats, plus good sportsmanship among its members.

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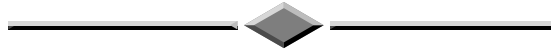


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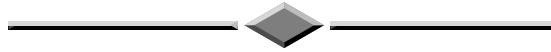


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1. NAME
 - 1.1 The name of the incorporated Association is Feline Control Council Victoria Inc. (in these rules called "the Association")

2. INTERPRETATION
 - 2.1 In these rules, unless the contrary intention appears:
 - "Committee" means the committee of management of the Association.
 - "Financial Year" means the year ending the 30th June.
 - "Special General Meeting" means a general meeting of members convened in accordance with Rule 11.
 - "Member" means an ordinary member of the Association .
 - "Ordinary member of the Committee" means a member of the Committee who is not an officer of the Association under rule 20.
 - "The Act" means the Associations Incorporation Act 1981.
 - "The Regulations" means regulations under the Act.
 - "Provisional Non-member Group 4 Exhibitor – a person of at least 18 years of age who is not a member of the FCCV or any other feline registration authority within Victoria is eligible to exhibit a Probationary Companion (Group 4) Exhibit"

 - 2.2 In these rules, a reference to the Secretary of an association is a reference:
 - 2.2.1 where a person holds office under these rules as Secretary of the association to that person and
 - 2.2.2 in any other case, to the public officer of the association.

 - 2.3 In the Rules wherever the context allows:
 - 2.3.1 cat shall include kitten;
 - 2.3.2 masculine gender shall include the feminine;
 - 2.3.3 singular shall include the plural.

 - 2.4 All valid Resolutions made by the F.C.C.V. Inc. Committee shall stay in force for a minimum period of twelve (12) months from the date of taking effect.

 - 2.5 Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984 and the Act in force from time to time.

3. APPLICATION FOR MEMBERSHIP
 - 3.1 A natural person or persons may apply for membership under the following categories:
 - Individual
 - Dual (members of same family)
 - Joint (partnership etc.)
 - Junior (to 16 years of age)
 - Pension
 - Associateand if the applicant/s is/are approved for membership as provided in these rules, become eligible to be a member of the Association on the payment of the joining fee and annual subscription payable under these rules. Members belonging to a dual or joint membership shall appoint a nominee for the implementation of the following rules.



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- 3.2 Associate membership
- 3.2.1 The Committee may admit as an associate member, a natural person who has attained the age of 16 years and does not reside at an address situated in the State of Victoria.
- 3.2.2 An associate member;
- 3.2.2.1 Shall not be entitled to vote at any meeting
- 3.2.2.2 Shall not be eligible for nomination to, or election as a member of the Committee and may not vote in any ballot in any election
- 3.2.2.3 Shall not be entitled to register with the association any litters born under his prefix excepting where the associate member holds a joint prefix with a full member of the association
- 3.2.2.4 Shall not be entitled to compete for FCCV Members Cat of the Year awards
- 3.2.3 Subject as aforesaid, an associate member for all purposes of the Rules and Regulations, 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 Rules and regulations.
- 3.2.4 An associate member shall pay the amount of the entrance fee and the amount of the annual associate subscription from time to time payable.
- 3.2.5 A member transferring to associate membership and vice versa shall not be required to pay the entrance fee.
- 3.3 An application for membership of the Association:-
- 3.3.1 shall be on such form or in such manner as may be from time to time prescribed by the Committee; and
- 3.3.2 shall be lodged, with the appropriate fee, with the Secretary of the Association .
- 3.4 As soon as is practicable after the receipt of the application, the Secretary shall refer the application to the Committee.
- 3.5 Upon an application being referred to the Committee the Committee shall determine whether to approve or reject the application and the Committee shall have the power to refuse an application for membership without assigning any reason.
- 3.6 Upon an application being approved by the Committee, the Secretary shall with as little delay as possible, notify the applicant in writing that is approved for membership of the Association and request payment within 28 days after receipt of the notification of the sum payable under these rules as the joining fee and annual subscription fee.
- 3.7 The Secretary shall upon payment of the amount referred to in sub-clause (3.5) within the period referred to in that sub-clause enter the applicant's name in the register of members and upon the name being so entered, the applicant becomes a member of the Association.

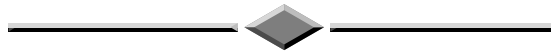


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- 3.8 No person may register a cat with the Association unless he is a financial member of the Association.
- 3.8.1 No person may exhibit with the Association unless he is a financial member of an organisation recognised by the Association.
- 3.9 No person who has membership or active participation in the affairs of a feline registration authority in Victoria other than the Association, shall be eligible for membership of any kind in the Association, in accordance with the declaration signed on the membership application form of the Association.
- 3.10 It shall be the responsibility of any person in question under sub-clause 3.8 to provide documentary evidence to verify their compliance with the membership requirements of the Association.
- 3.11 A right, privilege or obligation of a person by reason of his membership of the Association:
- 3.11.1 is not capable of being transferred or transmitted to another person: and
- 3.11.2 terminates upon the cessation of his membership whether by death, resignation or otherwise.
- 3.12 In the case of a person suspended or disqualified or otherwise ineligible to take part in shows or exhibitions held under the rules of the Association he shall cease to be a member for the term of such suspension, disqualification or ineligibility or for as long a period as the Committee may decide.
- 3.13 The Committee may grant life membership to any members of the Association who have rendered outstanding or special services.
- 3.14 Upon becoming a life member, of the Association , the member shall maintain all rights relevant to an ordinary member of the Association .
4. JOINING FEE AND ANNUAL SUBSCRIPTION
- 4.1 The joining fee and annual subscription shall be such amounts as determined by the Committee from time to time.
- 4.2 All members subscriptions shall become due and payable prior to the annual general meeting of each year.
- 4.3 A fee of not less than 50% of the annual subscription shall be applied if the application is accepted between 1st January and 30th April.
- 4.4 A new member joining after April 30th shall be deemed financial until the end of the next financial year.
- 4.5 A member ceases to be a member when his annual subscription remains unpaid after 31st July.
- 4.6 A person who ceases to be a member by being unfinancial may be re-admitted to membership on the payment of the annual subscription, providing the period of being unfinancial does not exceed six months. Any person who is still unfinancial after this period, may only be re-admitted on acceptance of a new application for membership.



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5. REGISTER OF MEMBERS

- 5.1 The Secretary shall keep and maintain a register of members in which shall be entered full name, address and date of entry of the name of each member and the register shall be available for inspection and copying by members upon request at the address of public officer.

6. RESIGNATION OF MEMBERS

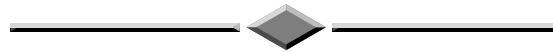
- 6.1 A member of the Association who has paid all monies due and payable by him to the Association may resign from the Association by first giving one month's notice in writing to the Secretary of his intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- 6.2 Upon expiration of a notice given under sub-clause 6.1 the Secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.

7. DISCIPLINARY ACTION

- 7.1 Subject to these rules, the Committee may by resolution:
 - 7.1.1 expel a member from the Association.
 - 7.1.2 suspend a member from membership of the Association for a specified period, or
 - 7.1.3 fine a member in accordance with the regulations, if the Committee is of the opinion that the member:
 - 7.1.3.1 has refused or neglected to comply with these rules; or
 - 7.1.3.2 has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association .
- 7.2 A resolution of the Committee under the sub-clause 7.1:
 - 7.2.1 does not take effect unless the Committee at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under a sub-clause 7.3 confirms the resolution in accordance with this clause; and
 - 7.2.2 where the member exercises the right of appeal to the Association under this clause, does not take affect unless the Association confirms the resolution in accordance with this clause.
- 7.3 Where the Committee passes a resolution under sub-clause 7.1, the Secretary shall as soon as is practicable cause to be served on a member a notice in writing:
 - 7.3.1 setting out the resolution of the Committee and the grounds on which it is based;
 - 7.3.2 stating that the member may address the Committee at a meeting held no earlier than 14 and not later than 28 days after service of the notice;
 - 7.3.3 stating the date, place and time of that meeting;
 - 7.3.4 informing the member that he may do one or more of the following:
 - 7.3.4.1 attend that meeting;



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- 7.3.4.2 give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution; and
 - 7.3.4.3 not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that he wishes to appeal to the Association in general meeting against the resolution.
- 7.4 At a meeting of the Committee held in accordance with sub-clause 7.2 the committee:
 - 7.4.1 shall give to the member an opportunity to be heard;
 - 7.4.2 shall give due consideration to any written statement submitted by the member; and
 - 7.4.3 shall by resolution determine whether to confirm or revoke the resolution.
- 7.5 Where the Secretary receives a notice of appeal under sub-clause 7.3 he shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- 7.6 At a general meeting of the Association convened under sub-clause 7.5:
 - 7.6.1 no business other than the question of the appeal shall be transacted
 - 7.6.2 the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution
 - 7.6.3 the members shall be given an opportunity to be heard; and
 - 7.6.4 the members present may vote by secret ballot on the question whether the resolution be confirmed or revoked.
- 7.7 If at a general meeting:
 - 7.7.1 two-thirds of the members vote in person in favour of the confirmation of the resolution, the resolution is confirmed; and
 - 7.7.2 in any other case the resolution is revoked.
- 8. DISPUTES AND MEDIATION
 - 8.1 The grievance procedure set out in this rule applies to disputes under these Rules between-
 - (a) a member and another member; or
 - (b) a member and the Association.
 - 8.2 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.
 - 8.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

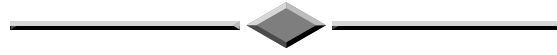


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- 8.4 The mediator must be-
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement-
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
 - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 8.5 A member of the Association can be a mediator.
- 8.6 The mediator cannot be a member who is a party to the dispute.
- 8.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 8.8 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.
- 8.9 The mediator must not determine the dispute.
- 8.10 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.”
9. ANNUAL GENERAL MEETING
- 9.1 The Association shall convene an annual general meeting of its members each year at a time determined by the Committee but no later than 4 months from the end of the financial year.
- 9.2 Subject To sub-clause 9.1, the annual general meeting shall be held on such a day as the Committee determines.
- 9.3 The annual general meeting shall be notified as via the FCCV official weblist and/or mailed hard copy.
- 9.4 The ordinary business of the annual general meeting shall be:
- 9.4.1 to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting
 - 9.4.2 to receive from the Committee reports upon the transactions of the Association during the last preceding financial year
 - 9.4.3 to determine the results of the appointment of the officers of the Association and the ordinary members of the Committee; and
 - 9.4.4 to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- 9.5 The annual general meeting may transact special business of which notice is given in accordance with these rules.
- 9.6 The annual general meeting shall be in addition to any other meetings that may be held in the same year.



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10. SPECIAL GENERAL MEETING

- 10.1 All general meetings other than the annual general meeting shall be called special general meetings.
- 10.2 The Committee may whenever it thinks fit, convene a special general meeting of the Association and where, but for this sub-clause, more than fifteen months would elapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- 10.3 The Committee shall on requisition in writing of members representing not less than 5% of the total number of members convene a special general meeting of the Association.
- 10.4 The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- 10.5 If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition or any of them, may convene a special general meeting to be held not later than three months after that date.
- 10.6 A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expense.

11. NOTICE OF MEETING

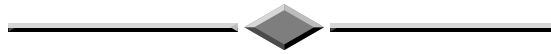
- 11.1 The Secretary of the Association shall, at least 14 days before the date fixed for holding a general meeting of the Association, cause to be sent to each member of the Association at his address appearing in the register of members a notice by pre-paid post or by electronic post stating the place, date, time of the meeting and the nature of the business to be transacted at the meeting.
 - 11.1.1 The Secretary shall make available a report of proceedings and an audited balance sheet and statement of receipts and expenditure for the past financial year.
- 11.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 11.3 A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary who shall include that business in the notice calling the next special general meeting after the receipt of the notice. Notice of business for discussion at the annual general meeting must be lodged with the Secretary on or before the first day of August preceding.

12. DEFINITION OF BUSINESS AND QUORUM

- 12.1 All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specifically referred to in these rules as being the ordinary business of the annual general meeting shall be deemed to be special business.



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- 12.2 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- 12.3 Five members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business at a general meeting.
- 12.4 If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case 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 and if at the adjourned meeting the quorum is not present within half an hour after the appointed time for the commencement of the meeting the members present (being not less than three) shall be a quorum.

13. ADJOURNMENT

- 13.1 The Chairperson of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 13.2 Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of a general meeting as provided in sub-clause 11.1.
- 13.3 Except as provided in sub-clause 12.1 and 12.2 it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

14. VOTING

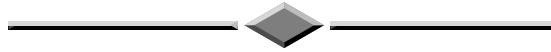
A question arising at a general meeting of the Association shall be determined on a show of hands and unless, before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has on a show of hands been carried, or carried unanimously, or carried by a particular majority or lost and an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

15. DISTRIBUTION OF VOTES

- 15.1 Upon any question arising at a special general meeting of the Association a member has one vote only.
- 15.2 All votes shall be given personally or by proxy.
- 15.3 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.



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16. POLL AT MEETINGS

- 16.1 If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 16.2 A poll that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any question shall be taken at such time before the close of the meeting as the Chairperson may direct.

17. VALIDITY OF VOTE

A member is not entitled to vote at any meeting unless all monies due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

18. PROXY VOTE

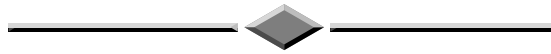
- 18.1 Each member shall be entitled to appoint another member as his proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
 - 18.1.1 members who hold a dual or joint membership and who intend to exercise their right to vote shall be required to complete a proxy form nominating which member will be authorised to vote on their behalf as per Clause 18.1.
- 18.2 The notice appointing the proxy shall be in the form set out in the Appendix 1 of these Rules.

19. COMMITTEE OF MANAGEMENT

- 19.1 The affairs of the Association shall be managed by the Committee of management constituted as provided in Rule 21.
- 19.2 Subject to section 23 of the Act, the Committee shall consist of the officers of the Association and up to 6 but not less than 4 ordinary members of the Association.
- 19.3 The Committee:-
 - 19.3.1 shall control and manage the business and affairs of the Association ;
 - 19.3.2 may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Association ; and
 - 19.3.3 subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.



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20. OFFICERS

20.1 Subject to Rule 21.9 the officers of the Association shall be:-

- (a) a President
- (b) a Vice-President
- (c) a Treasurer; and
- (d) a Secretary

20.2 Duties of Officers

20.2.1 President

20.2.1.1 The President shall The President shall preside over the Annual General Meeting, other meetings of the Association and meetings of the Committee of Management and shall perform such other duties as may reasonably be required.

20.2.2 Vice-President

20.2.2.1 The Vice-President shall where applicable assume the duties of the President in his or her absence or incapacity.

20.2.3 The Treasurer

20.2.3.1 The Treasurer shall have the power to delegate any part of his duties or functions herein to a deputy

20.2.3.2 It shall be the duty of the Treasurer or his deputy to keep correct accounts and books of the Association showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association, to attend himself or by the deputy at all meetings of the Committee, all general meetings and any other meetings at which his presence may be desired, and to prepare and present a statement of the financial affairs of the Association to the Annual General Meeting of the Association.

If required, as outlined in the 3-tier system in The Act, the Treasurer shall prepare and present books for annual audit by auditors appointed by the members of the Association at the Annual General Meeting.

20.2.3.3 The Treasurer or his deputy of the Association shall collect and receive all monies due to the Association and make all payments authorised by the Association.

20.2.3.4 The accounts and books referred to in sub-clause 20.2.3.2 shall be available for inspection by members.

20.2.4 The Secretary

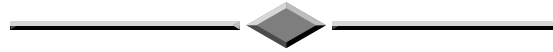
20.2.4.1 The Secretary shall have the power to delegate any part of his duties or functions herein to a deputy.

20.2.4.2 The Secretary or the deputy shall attend all meetings of the committee, all general meetings and any other meetings at which his presence is desired, to keep minutes of all such meetings together with a record of the names of all persons present at such meetings and generally to perform all such duties usually performed by any such officer in a like position.

20.2.4.3 The Secretary or the deputy shall keep and maintain the register of affiliated members rolls, register of prefix, litters, change of ownership of cats and a register of all cats, in such manner as may be from time to time prescribed by the Committee and in accordance with the rules and regulations.



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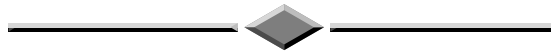


21. ELECTION OF COMMITTEE

- 21.1 The President is responsible for making recommendations to the general meeting of members for the appointment of the Committee members. The President will base the recommendations on the results of annual elections conducted by postal ballot prior to the annual general meeting under these rules.
- 21.2 Persons elected to the Committee under these rules will hold office for three years commencing at the first meeting following the annual general meeting.
- 21.3 There is no limitation on the number of consecutive terms for Committee members.
- 21.4 The Committee will determine the dates for closing nominations and voting and advise them to all members. The Committee will appoint a returning officer when an election is required, ie., nominations exceed vacancies. This person will be responsible for conducting the postal ballot and will determine the eligibility of voters and the validity of votes, then count them and advise the names of persons elected to the President who will announce the names of the successful candidates at the Annual General Meeting. In the event of a tied vote, the President may elect a scrutineer from the floor and then conduct a secret ballot of the members present at the meeting. If the ballot results in a further tied vote, the two names of the candidates shall be placed in the ballot box. The scrutineer shall be instructed by the President to draw a name from the ballot box. This person then being declared the successful candidate.
- 21.5 Candidates' names are to be arranged in alphabetical order on the ballot paper. Votes will be recorded by striking through the names of candidates for whom it is not wished to vote.
- 21.6 Only financial members excluding junior or associate members may vote and each membership, irrespective of its nature, eg. joint, is entitled to only one vote. Members returning ballot papers are to enclose them in a single envelope. This envelope together with a piece of paper showing name, address, membership number and signature, is to be enclosed in a further envelope prior to posting or delivery to the Association. The returning officer is to check that the voter is a financial member and that no vote has already been recorded for that membership before including the vote in the count.
- 21.7 Any personal financial member excluding junior or associate member may be nominated for election, ie., no companies. The proposer of the nomination and the seconder must both be financial members. The person nominated must signify in writing a willingness to stand for election and must have been a member of the organisation for at least two consecutive years.
- 21.8 All nominations for election must be accompanied by a short resume (not exceeding 200 words) which gives details of the candidates experience and background. A passport sized photograph may be included. These will both be published at the time of voting, but the Committee reserves the right to edit material if deemed necessary. If the resume is not received by the close of nominations, the nomination for that person shall be void.



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- 21.9 At the conclusion of the Annual General Meeting or as soon as practicable thereafter, the members of the Committee shall elect from amongst their number the following officers;
- (a) a President of the Association
 - (b) a Vice-President of the Association
 - (c) a Treasurer of the Association; and
 - (d) a Secretary of the Association.

22. COMMITTEE VACANCY

- 22.1 For the purpose of these rules, the office of an officer of the Association, or an ordinary member of the Committee becomes vacant if the officer or member:-
- 22.1.1 ceases to be a member of the Association;
 - 22.1.2 becomes an insolvent under administration with the meaning of the Corporations Law of Victoria; or
 - 22.1.3 resigns his office by notice in writing given to the secretary.
- 22.2 The Committee may appoint any financial member of the Association to fill a position on the Committee that-
- has become vacant under Rule 22.1

OR

- was not filled by election at the last Annual General Meeting.

23. PROCEDURE OF COMMITTEE

- 23.1 The Committee shall meet at least three (3) times a year at such place and times as the Committee may determine.
- 23.2 Special meetings of the Committee may be convened by the President or by any four (4) of the members of the Committee.
- 23.3 Notice shall be given to members of the Committee of any special meeting specifying the nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 23.4 Any six (6) members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee. A quorum will not be valid unless at least two officers of the Committee are present.
- 23.4.1 A member of the Committee shall not be absent from two (2) or more consecutive meetings without reasonable and acceptable cause.
- 23.5 No business shall be transacted unless a quorum is present and 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 hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.



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- 23.6 At the meeting of the Committee:-
- 23.6.1 the President shall preside; or
 - 23.6.2 if the President is absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- 23.7 Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or if demanded by a member, by a poll taken in such manner as a person presiding at the meeting may determine.
- 23.8 It is a standard ruling that, at Committee meetings, correspondence be dealt with when read unless the subject is listed elsewhere on the agenda.
- 23.9 Each member present at a meeting of the Committee or of any sub-Committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and in the event of any equality of votes on any question the person presiding may exercise a second or casting vote.
- 23.10 Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to him at a reasonable time before the meeting or by sending it by pre-paid post or electronic post addressed to him at his usual or last known address at least two business days before the date of the meeting.
- 23.11 The Committee shall have the power to appoint a sub-committee to deal with any object, matter or thing within the constitution and to delegate to sub-committee any of the functions or powers of the Committee relating thereto on any terms satisfactory to the committee.
- 23.12 The President and the Secretary or his deputy shall be ex-officio members of all sub-committees.
- 23.13 All acts done by the members of the Committee or a sub-committee duly authorised in that behalf shall not withstanding that it afterwards be discovered that some person or persons were ineligible to act on such Committee or sub-committee be as valid as if such a person or persons were eligible to act on such Committee or sub-committee.
- 23.14 All members of the Committee present at a meeting shall be entitled to vote and the President of the meeting shall have a casting vote in addition to his vote as a member of the Committee in all cases of equality of voting on any question.
- 23.15 The ruling of the Chairperson of the meeting on any matter of order or practice shall be considered final.



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24. REMOVAL OF A MEMBER OF COMMITTEE

24.1 The Association in general meeting may by resolution remove any member of the Committee before the expiration of the term of his office and appoint another member in his stead to hold office until the expiration of the term of the first-mentioned member.

24.2 Where the member to whom a proposed resolution referred to in sub-clause 24.1 makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or if they are not so sent, the member may require that they be read out at the meeting.

25. CHEQUES

25.1 All accounts exceeding \$2.00 shall be paid by "order" cheques signed by one member of the Committee and countersigned by the Secretary. No person shall have any authority to incur any expenditure on behalf of the Association except with the sanction of the Committee.

25.2 Accounts shall be passed before payment by the Committee or a finance Committee and the Secretary or his deputy shall be empowered by the Committee or in the finance Committee as it deems fit to provide for and meet sundry items by way of petty cash.

25.3 The bank pass books, account books, accounts and vouchers and any other books directly or indirectly connected with the financial position of the Association shall be the property of the Association and shall be produced at Committee or the finance Committee whenever it shall so desire.

25.4 All funds, fees due, or monies due to the Association shall be payable at the office of the Association

25.5 No receipt shall be valid unless on the official receipt form of the Association.

26. SEAL

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

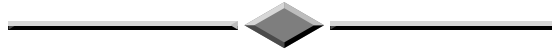
26.2 The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer of the Association.

27. ALTERATIONS OF RULES AND STATEMENT OF PURPOSE

27.1 These rules and statement of purposes of the Association shall not be altered except in accordance with the Act.



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28. NOTICES

28.1 A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at his address shown in the register of members.

28.2 Where a document is properly addressed, pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

29. WINDING UP OR CANCELLATION

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

30. CUSTODY OF RECORDS

30.1 Except as otherwise provided in these Rules, the Secretary shall keep in his custody or under his control all books, documents and securities of the Association.

30.2 Books, documents and securities of the Association shall be available for inspection and copying by any member of the Association upon request.

31. FUNDS

The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.

32. APPLICATIONS FOR AFFILIATION

32.1 Any club, Association, agricultural society or other body having not less than 25 members, bona-fide established for the purpose of breeding or exhibiting cats or conducting shows or parades of cats or other exhibitions, may apply for affiliation with the Association

32.2 Such application shall be made in writing to the Secretary of the Association and shall be accompanied by the fee as determined by the Committee and specified in the scale of charges, a copy of the Constitution and Rules of the body, any further particulars asked for by the Committee of the Association for the time being in force.

32.3 Such application shall be brought before the Committee of the Association which may grant or withhold affiliation. If affiliation is not granted the fee referred to in sub-clause 32.2 shall be refunded.

33. WINDING UP OR CANCELLATION OF AN AFFILIATION

33.1 The Committee of the Association may, at its discretion, cancel or suspend the affiliation of any affiliated body, in which case no refund of affiliation fee shall be made. Any suggested alteration to the Constitution and/or Rules of an affiliated body must be submitted to the Committee of the Association for approval or otherwise. Changes in office-bearers must be notified to the Committee of the Association within fourteen days of such changes. All office-bearers and Committee members of affiliated Cat Clubs must whilst holding office, be financial members of the Association



RULES



33.2 At the Annual General Meeting of any affiliated body, all monies, goods, chattels, records or properties of the affiliated body, shall be handed over, if the case may be to the incoming secretary.

33.3 In the event of the winding up or the cancellation of an affiliated body, the members or person holding any monies, goods, chattels, records or properties of the affiliated body, shall hand over the aforementioned to the Committee of the Association who shall hold the same in trust for six years. In the event that the defunct body fails to reform in that period, those monies, goods chattels, records or properties may be used by the Association for the furtherance of feline affairs in Victoria.

34. AUDITORS

34.1 If required there shall be an auditor or auditors of the Association who shall be appointed by the Committee for such term and at such a fee and upon such conditions as the Committee may from time to time think fit. The Committee shall have the power at any time to cancel any such appointment and make a fresh appointment.

34.1.1 An auditor appointed under Clause 34.1 shall be a Certified Practising Accountant or the holder of an equivalent qualification and independent of the Association.

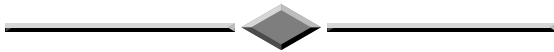
34.2 If required each affiliated body shall appoint an auditor or auditors with accountancy knowledge, and an audited statement of receipts and expenditure and balance sheet shall be submitted at the Annual General Meeting of the club and a statement of receipts and expenditure for the current year shall be forwarded to the Association, within one month of the Annual General Meeting.

35. PUBLIC OFFICER

The Secretary shall be the Public Officer of the Association and shall attend to and carry out all statutory duties imposed on a Public Officer pursuant to the relevant provisions of the Act.



RULES



Appendix 1



Feline Control Council (VICTORIA) INC.

(Member of the Co-Ordinating Cat Council of Australia)

PO Box 110
Bayswater
Victoria 3153 Australia
Telephone: 61 3 9720 8811
Fax: 61 3 9729 6148
Email: fccvic@hotmail.net.au
Website: www.connect.to/fccvic

FORM OF APPOINTMENT OF PROXY

I, FCCV Membership number.....
(full name)

of
(address)

hereby appoint FCCV Membership number.....
(full name of proxy)

of
(address)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special* general meeting of the Association to be held on

.....
(date of meeting)

and at any adjournment of that meeting.

Unless otherwise specified, the proxy may vote as he/she thinks fit.

.....
Signature of member appointing proxy

.....
Date

* Delete if not applicable

NOTE: A proxy vote may not be given to a person who is not a member of the association.

