



**Constitution
Revised and Printed
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CONSTITUTION OF ALPINE CAT CLUB INCORPORATED

1. **NAME**

The Name of the club shall be "**Alpine Shorthair Cat Club Inc**" herein after referred to as "the club".

2. **OBJECTS**

- a. The objects of the club shall be to foster the interests of registered shorthair breed/type cats in the province of Mid Canterbury and in such other localities and places where such interest may be created.
- b. To improve registered shorthair breed/type cats in accordance with the rules and regulations of the NZ Cat Fancy Inc.
- c. To direct members and the public generally in the hobby and problems of the breeding, care and welfare of all cats.
- d. To conduct shows for the exhibition and competition of registered and companion shorthair and longhair breed/type cats and domestic cats in accordance with the rules and requirements of the New Zealand Cat Fancy Inc.
- e. To increase membership of the club
- f. To seek affiliation with the New Zealand Cat Fancy Inc.

3. **REGISTERED OFFICE**

The registered office of the club shall be at such place as shall from time to time be determined by the club.

4. **MEMBERSHIP AND SUBSCRIPTIONS**

Members who join at or prior to the Inaugural meeting shall be inaugural members

Candidates for membership to be entered on the Roll of Members upon receipt of Application form and subscription and confirmation at a subsequent Committee meeting.

There shall be nine classes of membership:-

- i. Single Full Membership – available to a person 16 years and over who own a registered shorthair breed/type cat.
- ii. Double Full Membership – available to persons 16 years and over who own a registered shorthair breed/type cat.
- iii. Household Full Membership – available to two adults and children under the age of 16 years residing in the same household who own a registered shorthair breed/type cat.
- iv. Single Associate Membership – available to a person other than a full member and aged 16 years and over.
- v. Double Associate Membership – available to persons other than a full member and aged 16 years and over.
- vi. Household Associate Membership – available to two adults and children under the age of 16 years other than Full members.
- vii. Junior Membership – available for persons otherwise qualifying for membership who are under the age of 16 years.
- viii. Honorary Members – available to any person who has rendered service to the club and who has been elected at an Annual General Meeting of the club and shall be entitled to all rights and privileges of the club.
- ix. Life Members – An Annual General Meeting of the Club shall have the power to elect Life Members. No person shall be nominated for Life membership however, except in accordance with prior resolution of the Committee and no more than one Life Member shall be elected in any one year.

Only financial full Members shall be entitled to vote or hold office.

Subscriptions shall be fixed at each Annual General Meeting. If subscriptions are not paid before the end of the financial year a member shall be struck off the Roll. Members wishing to resign should signify same in writing to the Secretary.

No members resigning from the Club, or ceasing from any cause to be a member of the club shall be entitled to have any claim upon any portion whatever of the property and/or funds of the club.

All financial members of this club are bound by the Constitution of the club and of the New Zealand Cat Fancy Incorporates shall have disciplinary powers over all members.

5. MANAGEMENT

There shall be a committee of management (herein after referred to as "the committee") consisting of President, Senior Vice President, Junior Vice President, Secretary, Treasurer and Delegate(s), all of whom shall be deemed to be "Officers of the Club" plus a maximum of six other members with power to co-opt. This committee shall deal with routine management of the club. The Editor shall be elected by the committee.

6. ELECTION OF OFFICERS

The President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Delegate(s) and Members of the Committee shall be elected at the Annual General Meeting of the Club, each officer being nominated by two financial members of the club. The Officers of the club are elected as provided, shall continue in Office until they resign or the election of the committee at the next Annual General Meeting.

Candidates for such election, who are unable to be present may signify in writing their availability.

Voting shall be by show of hands or by ballot if required.

7. ANNUAL GENERAL MEETING

The Annual General Meeting of the club shall be held within two calendar months after the end of the financial year. It shall be convened by notice in writing or by telephone by the convenor to all financial full members setting out the time and place of the meeting. An Annual Report of the club's progress shall include a tabulated statement of the meeting of the Club with a duly audited balance sheet showing the receipts and expenditure for the past year, and the assets and liabilities of the club shall be furnished and shall be forwarded to each member. After the report and balance sheet have been presented and resolved upon the meeting shall then proceed to election of officers.

8. SPECIAL GENERAL MEETING

A special General Meeting may be ordered by the President or by the majority of the committee present at a committee meeting or may be called by the Secretary on receipt of a requisition signed by no fewer than five members of the club and the meeting shall be held not less than fourteen days or not more than twenty eight days after such order or requisition.

9. CLUB GENERAL MEETING

A minimum of two General Meetings shall be held in each financial year of the Club and business of the Club.

10. PROCEDURE FOR GENERAL MEETINGS

At all General Meetings five shall form a quorum.

At all General Meetings if, after a lapse of half an hour from the appointed time, a quorum shall not be present, this meeting shall thereupon be cancelled.

At all General Meetings if question of order, procedure or interpretation of the Constitution shall arise the ruling of the Chairman shall be accepted as final.

Notice of motion for any intended alteration, amendments or deletion of part of the Constitution, must be lodge with the Secretary in writing at least seven days prior to the holding of any such Special or Annual General Meeting called for this purpose. A copy of such notice must be forwarded to each member.

Voting by post, proxy or e-mail will be valid.

Voting at all General Meetings to be by show of hands or by ballot if required.and in either respect to include all received postal, proxy or e-mail votes in the count

11. COMMITTEE MEETINGS

The committee shall meet as often as it shall be deemed necessary and five members present shall form a quorum. A meeting of the committee may be summoned at any time by the President or four members of the committee.

12. PROCEDURE AT COMMITTEE MEETINGS

a. The seat of a member of the committee becomes vacant if he or she shall, for any cause, become incapable of attending to his or her duties, if he or she shall be absent for three consecutive meetings of the committee without reasonable excuse. The Secretary shall bring this rule to the notice of any member likely to be affected.

b. In case of a vacancy arising on the committee, from whatever cause, the club shall have the power to fill the vacancy (except the President, who must be elected at an Annual General Meeting).

- c. The club shall have the power to appoint sub-committees for any special objects and to delegate such to such committees the powers of the Executive relating thereto.
- d. No member of the committee shall disclose to any person without authority of the committee, any business transacted by the committee.

13. DUTIES AND POWERS OF THE PRESIDENT

- a. To supervise the business and affairs of the club
- b. To attend and preside over all meetings of the Club and of the committee, to keep order there at, to conduct the business and decide all points of order.
- c. To obey all such lawful instructions, to do and perform all such lawful things and acts as maybe given or required to be done by a meeting of the club or by the committee, or by those rules and amendments.
- d. To do and perform all such other lawful duties as may usually appertain to the Office of President.
- e. To furnish a Report to the Annual General Meeting of the club of the activities of the club during the preceding year.
- f. To exercise a deliberate vote and, in the case of a draw, a casting vote also except for the election of President.
- g. To order the retiring or removal from the meeting of any person obstructing the business of the meeting or behaving in a disorderly manner, or of any person not entitled to be present.
- h. To decide the order of the business, to put motions, and to declare the result of the voting.
- i. By resolution of the meeting or in the absence of a quorum to cancel a meeting or to declare a meeting closed.

14. DUTIES AND POWERS OF SENIOR VICE-PRESIDENT

The duties of the Senior Vice-President shall be to assist the President. The Senior Vice-President in the absence of the President shall have, and may exercise all duties of the President. In the event of the Office of the President becoming vacant the Senior Vice President shall act as President until a new President is elected.

15. DUTIES AND POWERS OF JUNIOR VICE-PRESIDENT

The duties of the Junior Vice-President shall be to assist the Senior Vice- President. The Junior Vice-President in the absence of the Senior Vice-President shall have and may exercise all duties of the Senior Vice-President.

16. DUTIES AND POWERS OF THE SECRETARY AND TREASURER

It shall be the Secretary's responsibility:

- I. To call and attend all meetings of the club and of the committee, and take all minutes thereof.
- II. To conduct the correspondence and affairs of the Club.
- III. To keep a register of the names and address of the members, with the dates of their joining the club.
- IV. To obey all such lawful instructions as may be given or required to be done by a meeting of the club or of the committee, or by this Constitution.
- V. An assistant to the Secretary may also be appointed by the committee, to undertake such duties as may be delegated by the Secretary at the discretion of the committee.

17. It shall be the Treasurer's responsibility:

- i. To collect all subscriptions, entry fees and other revenue of the club.
- ii. To pay promptly into such bank account as the committee shall direct and keep a cash account containing a full record of all monies received and paid out. No accounts shall be paid unless passed by the officers and/or the executives and installed by the Chairman. The banking account of the club shall be operated by two of the trustees who shall be Treasurer and two other Committee members.
- iii. To present to the Annual General Meeting a duly audited Balance sheet showing the receipts and expenditure for the year and liabilities and assets of the club, and forward a copy to the Secretary of the NZCF Inc.

18. AUDITOR

The club shall appoint an Auditor who shall audit the club's books and accounts and no statement of account of balance sheet shall be issued until it has been certified as correct by the Auditor.

19. DUTIES OF THE COMMITTEE

- a. The committee shall arbitrate in all matters under dispute. Any member found guilty of willfully infringing the Constitution of the club or the NZCF Inc., shall be liable to be expelled or suspended by the committee at a meeting held for that purpose. A charge in writing must be forwarded to the member accused and his presence requested at such meeting. The votes shall be taken by ballot, a bare majority be for expulsion. The member shall be expelled and thereupon cease to be a member of the club and shall forfeit all claims upon the club's funds, properties or trophies.
- b. The committee shall decide upon the allocation of the Club's trophies and sash specials each year.
- c. If any case occurs which is not nor is alleged not to be proved by this constitution, it shall be determined by the Committee in such manner as they deem fit and the decision of the Committee shall be final.
- d. An Insurance cover with a reputable Insurance Company for the period of each show shall be taken out in the name of the club to cover injury or loss of property. or injury as otherwise as a result of the holding of the show.
- e. To purchase take on lease or in exchange or hire or otherwise hold, mortgage and dispose of any public or personal property and any rights privileges which the club shall think necessary for the purpose of attaining the objects of the club or its members.

20. COMMON SEAL

The common seal of the club shall be kept by the Secretary and shall not be affixed to any document or instrument unless a Resolution to that effect has been passed by the Committee. Such Seal shall be affixed in the presence of one of the Officers and one other Committee member who shall sign such document or instrument.

21. WINDING UP

In the event of the winding up of the club, under the provisions of the Incorporated Societies Act 1908 all assets shall be realised, and any surplus funds, after payment of all debts and liabilities shall be disposed of in such manner as may be decided at an Extraordinary Meeting called for such purpose.

22. INAUGURAL MEETING

Officers and members of the committee elected at the inaugural meeting shall remain in office until the first Annual General Meeting.

23. ALTERATION OF CONSTITUTION

The constitution may be changed or altered at the Annual General Meeting or Special General Meeting of the club. The notice calling the meeting shall give full particulars of the additions or alterations to be proposed. Such alterations or additions shall be made only if two-thirds majority of the votes shall be in favour.

24. OFFICIAL PUBLICATION

The Committee shall elect an Editor of a newsletter to be the official publication of the club. Publication in this newsletter of amendments to the Constitution or other Club business shall be deemed to be sufficient notice to all those persons bound by this Constitution. General policy regarding the contents of this newsletter to be at the discretion of the Committee.