



**CONSTITUTION**  
**OF**  
**CATS VICTORIA INC**  
**MARCH 2015**

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# CONSTITUTION

## 1 TITLE

The name of the incorporated association is Cats Victoria Inc and herein after referred to as Cats Vic Inc.

## 2 STATEMENT OF PURPOSES

The objectives of the Association

To unite the members in the bonds of friendship and mutual understanding in an open forum

To raise the level of the Cat in Society in general and create a high level of interest and better understanding of nutrition, housing and veterinary care

To provide a supportive and caring network for those associated in the cat world and promote responsible pet ownership

To comply with all State and Local Government Laws and Regulations concerning the keeping of cats

To work with Local and State Governments to ensure our members comply with all rules and regulations concerning pet ownership

To ensure all people acquiring a cat or kitten fully understand their responsibility in the welfare of the animal being purchased

To educate the larger community on the care of cats by holding talks and demonstrations at shows on aspects of feline care e.g. desexing, micro chipping, grooming, feeding

## 3 DEFINITIONS-INTERPRETATION

3.1 In this Constitution unless the contrary intention appears

“Committee” means the Committee of Management of the Association as per Section 20

“Committee of Management” convenes as per Section 23

“Financial Year” means the year ending the 31st of December

“Annual General Meeting” means a General Meeting of members convened in accordance with Section 10

“Special General Meeting” means a general meeting of members convened in accordance with Section 11

“Member” means a financial member of the Association in accordance with Section 4

“Ordinary member of the Committee” means a member of the committee who is not an Officer of the Association under Section 20

“The Act” means the Associations Incorporation Reform Act 2012

The regulations” means regulations under the Act

3.2 In this constitution a reference to the Secretary of an association is a reference

3.2.1 Where a person holds office under these rules as Secretary of the association

3.2.2 Attend to all statutory requirements as per Rule 30

3.3 All valid resolutions made by Cats Vic Inc Committee shall stay in force for a minimum period of twelve (12) months from the date of taking effect

3.4 Words or expressions contained in this constitution shall be interpreted in accordance with the provisions of the Interpretations of Legislation Act and the Act in force from time to time

## 4 APPLICATION FOR MEMBERSHIP

4.1 A person/s may apply for membership under the following categories

Individual

Joint members of the same family

Pension

Associate

And if the applicant or applicants are approved for membership as provided in this constitution, become eligible to be a member of the Association on the payment of the joining fee and annual subscription payable under this constitution

4.2 An application for membership of the association shall be

4.2.1 On the Membership form available on the Association's web site and lodged with the appropriate fee to the PO Box of the Association

4.3 As soon as is practicable after the receipt of the application, the Membership Officer shall refer the application to the Committee



- 4.4 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
- 4.5 If the Committee rejects the application, it must return any money and documentation accompanying the application to the applicant by registered, delivery confirmation paid mail
- 4.6 Upon an application being approved by the Committee, the Membership Officer shall, with as little delay as possible, notify the applicant in writing that they are approved for membership of the Association
- 4.7 The Membership Officer shall, 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 and will be provided with a Membership Pack
- 4.8 No person who is a resident of Victoria may exhibit or register a cat with the association unless they are a financial member of a recognised Association
- 4.9 No person may have membership or active participation in the affairs of a feline registration authority in Victoria other than the association, in accordance with the declaration signed on the membership application form of the association
- 4.10 It shall be the responsibility of any person in question under sub-clause 4.8 to provide documentary evidence to verify their compliance with the membership requirements of the Association. This is to be in the form of a resignation letter from the previous organisation and must accompany the application. This document may be checked for verification
- 4.11 A right, privilege or obligation by reason of their membership of the Association
- 4.11.1 Is not capable of being transferred or transmitted to another person and
- 4.11.2 Terminates upon the cessation of his membership whether by death, resignation or otherwise
- 4.12 In the case of a person suspended, or expelled, they are ineligible to take part in shows/exhibitions held under the rules of the Association, they shall cease to be a member for the term of such suspension, or ineligibility or for as long a period as the Disciplinary Sub-Committee may decide
- 4.13 The Committee may grant life membership to any member of the Association who have rendered outstanding or special services
- 4.14 Upon becoming a life member of the Association, the member shall maintain all rights relevant to an ordinary member of the Association and pay no yearly membership fee
- 4.15 Associate Membership
- 4.15.1 The Committee may admit as an associate member, a person who has attained the age of eighteen (18) years and does not reside at an address in the State of Victoria
- 4.15.2 An associate member shall not be
- 4.15.2.1 Entitled to vote at any meeting
- 4.15.2.2 Eligible for nomination to or election as a member of the Committee and may not vote in any election
- 4.15.2.3 Entitled to register with the association any litters born under their prefix except where the associate member holds a joint prefix with a full member of the Association
- 4.15.2.4 Entitled to compete for Cats Vic Inc members Cat of the Year
- 4.15.3 Subject to the aforesaid, an associate member for all purposes of the rules, shall be subject to all of the obligations imposed upon a member by the Constitution
- 4.15.4 An associate member shall pay the amount of the joining fee and the amount of the annual associate subscription from time to time payable
- 4.15.5 A member transferring to associate membership and vice versa shall not pay the joining fee

## **5 JOINING FEE AND ANNUAL SUBSCRIPTION**

- 5.1 The joining fee and annual subscription shall be such amounts as set at the Annual General Meeting each year
- 5.2 All members' subscriptions shall become due and payable prior to the annual general meeting of each year.
- 5.3 A member ceases to be a member when their annual subscription remains unpaid one month after the renewal notice has been sent



- 5.4 A person who ceases to be a member by being nonfinancial after the membership renewal period has expired may be readmitted to membership on the payment of the annual subscription, plus the joining fee. Any person who is still nonfinancial after this period may only be readmitted on acceptance of a new application for membership. The new application will be put before the Committee for approval.

## **6 REGISTER OF MEMBERS**

- 6.1 The Membership Officer 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 by members upon request at the address of the public officer. This request may be denied if in the Committees opinion the information may be used in a manner detrimental to the Association

## **7 RESIGNATION OF MEMBERS**

- 7.1 A member of the Association who has paid all monies due and payable by them to the Association may resign from the Association by first giving one month's notice in writing to the Secretary of their intention to resign and upon the expiration of that period of notice the member shall cease to be a member
- 7.2 Upon expiration of a notice given under the sub-clause 7.1 the Membership Officer 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

## **8 DISCIPLINARY ACTION**

- 8.1 Subject to these rules, the Committee may by resolution
- 8.1.1 Expel a member from the Association
  - 8.1.2 Suspend a member from membership of the Association for a specified period, or
  - 8.1.3 Fine a member in accordance with the regulations, if the Committee is of the opinion that the member has
    - 8.1.3.1 Refused or neglected to comply with the rules or
    - 8.1.3.2 been guilty of conduct unbecoming a member or prejudicial to the interests of the Association
  - 8.1.4 Cancel or not renew the membership to the Association.
- 8.2 If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a Disciplinary Sub-Committee to hear the matter and determine what action, if any, to take against the member
- 8.2.1 The members of the Disciplinary Sub-Committee
    - 8.2.1.1 May be Committee members, members of the Association, or anyone else
    - 8.2.1.2 Must not be biased against, or in favour of, the member concerned
- 8.3 A resolution of the Committee under sub-clause 8.1
- 8.3.1 Does not take effect unless the Committee at a meeting held not earlier than fourteen (14) days and not later than twenty eight (28) days after the service on the member of a notice under sub-clause 8.1 confirms the resolution in accordance with this clause
  - 8.3.2 Where the member exercises the right of appeal to the Association under this clause, does not take effect unless the Association confirms the resolution in accordance with this clause
- 8.4 Where the Committee passes a resolution under sub-clause 8.1, the Secretary shall, as soon as is practicable cause to be served on a member a notice in writing
- 8.4.1 Setting out the resolution of the Committee and the grounds on which it is based
  - 8.4.2 Stating that the member may address the Disciplinary Sub-Committee at a meeting held no earlier than fourteen(14)days and not later than twenty eight (28) days after service of the notice
  - 8.4.3 Stating the date, place and time of that meeting
  - 8.4.4 Informing the member that they may do one or more of the following
    - 8.4.4.1 Attend the meeting
    - 8.4.4.2 Give to the Committee, before the date of that meeting, a written statement seeking the revocation of the resolution and
    - 8.4.4.3 Not later than twenty four (24) hours before the date of the meeting, lodge with the Secretary, a notice to the effect that they wish to appeal to the Association in general meeting against the resolution

- 8.5 At a meeting of the Disciplinary Sub-Committee held in accordance with sub-clause 8.4 the Committee shall
  - 8.5.1 Give to the member an opportunity to be heard
  - 8.5.2 Give due consideration to any written statement submitted by the member and
  - 8.5.3 By resolution determine whether to confirm or revoke the resolution.
  - 8.5.4 The period under (8.4.1) shall lapse (14) fourteen days after the notice of decision has been served on the member
- 8.6 Where the Secretary receives a notice of appeal under sub-clause 8.4.4.3 they shall notify the Committee and the Committee shall convene a Special general meeting of the Association to be held within twenty one (21) days after the date on which the Secretary received the notice
- 8.7 At a Special General Meeting of the Association convened under sub-clause 8.6
  - 8.7.1 No business other than the question of the appeal shall be transacted
  - 8.7.2 The Committee may place before the meeting the details of the grounds for the resolution and the reasons for the passing of the resolution
  - 8.7.3 The members shall be given an opportunity to be heard: and
  - 8.7.4 The members present may vote by secret ballot on the question whether the resolution be confirmed or revoked
- 8.8 If at a Special General meeting
  - 8.8.1 two thirds of the members vote in person in favour of confirmation of the resolution, the resolution is confirmed: and
  - 8.8.2 In any other case the resolution is revoked

## 9 DISPUTES AND MEDIATION

- 9.1 The grievance procedure set out in this rule applies to disputes under these rules between
  - 9.1.1 A member and another member
  - 9.1.2 A member and the association
- 9.2 The parties to the dispute must ~~meet and~~ discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all the parties
- 9.3 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 thirty (30) days, hold a meeting in the presence of a mediator
- 9.4 The mediator must be
  - 9.4.1 A person chosen by agreement between the parties or
  - 9.4.2 in the absence of agreement
    - 9.4.2.1 In the case of a dispute between a member and another member, a person appointed by the Committee of the association or
    - 9.4.2.2 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)
- 9.5 A member of the Association can be mediator
- 9.6 The mediator cannot be a member who is party to the dispute
- 9.7 The parties of a dispute must, in good faith, attempt to settle the dispute by mediation
- 9.8 The mediator, in conducting the mediation must
  - 9.8.1 Give the parties to the mediation process every opportunity to be heard; and
  - 9.8.2 Allow due consideration by all parties of any written statement submitted by any party and
  - 9.8.3 Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process
- 9.9 The mediator must not determine the dispute
- 9.10 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

## 10 ANNUAL GENERAL MEETING

- 10.1 The Association shall convene an Annual General Meeting of its members each year at a time determined by the Committee, but no later than four (4) months from the beginning of the financial year
- 10.2 Subject to sub-clause 10.1, the Annual General Meeting shall be held on such a day as the Committee determines



- 10.3 The Annual General Meeting shall be specified as such in the notice convening it sent either by electronic means or post to each member
- 10.4 The ordinary business of the Annual General Meeting shall be
  - 10.4.1 To confirm the minutes of the last preceding Annual General Meeting
  - 10.4.2 To receive from the Committee reports upon the transactions of the Association during the preceding financial year
  - 10.4.3 To determine the results of the appointment of the officers of the Association and the ordinary members of the Committee and
  - 10.4.4 To receive and consider the statement of the statement submitted by the Association in accordance with section 30(3) of the Act
- 10.5 The Annual General Meeting may transact special business of which notice is given in accordance with these rules
- 10.6 The Annual General Meeting shall be in addition to any other meetings that may be held in the same year

## **11 SPECIAL GENERAL MEETING**

- 11.1 All general meetings other than the Annual General Meeting shall be called Special General Meetings
- 11.2 The Committee may whenever it thinks fit, convene a Special General Meeting of the Association
- 11.3 The Committee shall on requisition in writing of members representing not less than 10% of the total numbers of members convene a Special General Meeting of the Association
- 11.4 The requisition for a Special General Meeting shall state the objectives 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
- 11.5 If the Committee does not cause a Special General Meeting to be held within one (1) month after the date on which the requisition was 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 no later than three (3) months after that date
- 11.6 A Special General Meeting may be convened by the members in pursuance of these rules which 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, deemed by the Committee as appropriate, occurred in convening the meeting shall be refunded by the Association to the persons occurring the expense, on provision of receipts

## **12 NOTICE OF MEETING**

- 12.1 The Secretary of the Association shall at least twenty one (21) days before the date fixed for holding a General Meeting of the Association, cause to be sent to each members of the Association at their address appearing in the register of members a notice by post stating the date, place, time of the meeting and the nature of the business to be transacted at the meeting
  - 12.1.1 The Treasurer shall make available a report of proceedings and an audited balance sheet statements of receipts and expenditure for the past financial year
- 12.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting
- 12.3 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 no later than fourteen (14) prior to the date of the meeting

## **13 DEFINITION OF BUSINESS AND QUORUM**

- 13.1 All business that is transacted at a special general meeting and all business transacted at the annual general meeting with the exception of that specifically referred to in these rules as being ordinary business of the annual general meeting shall be deemed to be special business
- 13.2 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
- 13.3 Five (5) 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





- 13.4 If, within thirty (30) minutes 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 be adjourned to the same day in the next week at the same time of 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 thirty (30) minutes after the appointed time for the commencement of the meeting, the members present, being not less than three (3), shall be a quorum

## **14 ADJOURNMENT**

- 14.1 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
- 14.2 When a meeting is adjourned for fourteen (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 12.1
- 14.3 Except as provided in sub-clause 13.1 and 13.2 it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting

## **15 VOTING**

- 15.1 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 vote 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 fact in the Minutes of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against, that resolution
- 15.2 If at a meeting a vote on any question is demanded by not less than three (3) members, it shall be taken at that meeting in such a manner as the Chairperson may direct and the resolution of the vote shall be deemed to be a resolution of the meeting on that question
- 15.3 A vote on a question of an adjournment shall be taken forthwith and a vote that is demanded on any question shall be taken at such time before the close of the meeting as the Chairperson may direct

## **16 DISTRIBUTION OF VOTES**

- 16.1 Upon any question arising at a Special General Meeting of the Association a member has one vote only
- 16.2 All votes shall be given in person or by proxy
- 16.3 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

## **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

## **18 PROXY VOTE**

- 18.1 Each member shall be entitled to appoint another member as their proxy by notice given to the Secretary no later than twenty four (24) hours before the time of the meeting in respect of which the proxy is appointed
- 18.2 The notice appointing the proxy shall be on the form set out in the Appendix 1 of these rules. All proxy votes must be the original, no photocopies or faxes will be accepted

## **19 COMMITTEE OF MANAGEMENT**

- 19.1 The affairs of the Association shall be managed by the Committee of Management constituted as provided in rule 20
- 19.2 Subject to Section 23 of the Act, the Committee shall consist of the officers of the Association and up to eight (8) but not less than three (3) ordinary members of the Association. Each member of the management Team and committee of up to eight (8) people shall hold office until the next Annual General Meeting, but is able to be re elected





- 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 Bi-Laws of the Association and the Act, has power to perform all such acts and matters as appear to the Committee to be essential for the proper management of the business and affairs of the Association

## 20 OFFICERS

- 20.1 The officers of the Association shall be  
 Chairperson  
 Treasurer  
 Secretary
- 20.2 Duties of Officers
- 20.2.1 **Chairperson**  
 The Chairperson shall preside over the Annual General Meeting, other meetings of the Association and meetings of the Committee of Management and shall perform such duties as may be reasonably be required
- 20.2.2 **Treasurer**
- 20.2.2.1 The Treasurer shall have the power to delegate any part of their duties to a deputy
- 20.2.2.2 It shall be the duty of the Treasurer or their 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 or by deputy at all meetings of the Committee, all general meetings and any other meetings at which their presence may be desire, and to prepare and present a statement of the financial affairs of the Association for annual audit by auditors appointed by the Committee
- 20.2.2.3 The Treasurer or their deputy of the Association shall collect and receive all monies due to the Association and make all payments authorised by the Association
- 20.2.2.4 The accounts and books referred to in sub-clause 19.2.3.2 shall be made available for inspection by members. This may be denied if in the opinion of the Committee the information may be used in a manner detrimental to the Association
- 20.2.2.5 The Treasurer shall forward to relevant committee members all correspondence pertaining to the association
- 20.2.3 **The Secretary**
- 20.2.3.1 The Secretary shall have the power to delegate any part of their duties or functions herein to a deputy
- 20.2.3.2 All correspondence shall be received by the Secretary and disseminated to the relevant committee members
- 20.2.3.3 The Secretary or the deputy shall attend all meetings of the Committee, all general meetings and any other meetings at which their 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
- 20.2.3.4 The Secretary and Membership Officer shall keep and maintain the register of affiliated members in such a manner as may be from time to time prescribed by the Committee and in accordance with the By Laws of the association
- 20.2.3.5 The Secretary shall in the absence of the Chairperson assume the duties of the Chairperson
- 20.2.4 **The Registrar**
- 20.2.4.1 The Registrar shall keep and maintain the register of prefix, litters, change of ownership of cats and a register of all cats in such a manner as may be prescribed by the Committee and in accordance with the By Laws of the Association



## **21 ELECTION OF COMMITTEE**

- 21.1 The Chairperson is responsible for making recommendations to the general meeting for members for the appointment of the Committee members
- 21.2 Persons elected to the Committee under these rules will hold office for twelve (12) months 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 of nominations and will advise all members. The Committee will appoint a returning officer when an election is required
- 21.5 All nominations must be on the official form signed by the nominee and the member nominated and dated.
- 21.6 Only financial members, excluding associate members may vote and each membership, only entitled to one vote
- 21.7 Any personal financial member, excluding associate members may be nominated for election. The proposer of the nomination and the nominee 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 Association for two (2) consecutive years

## **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 their office by notice in writing given to the Secretary
- 22.2 In the event of a casual vacancy occurring within the office of an ordinary member of the Committee as a result of the Committee member's death, resignation, ill health and/or any other reason, the Committee may invite members to nominate one (1) person to fill the vacant position who has been a member of the Association for at least two (2) consecutive years
  - 22.2.1 Should nominations exceed vacancies a ballot will be conducted
  - 22.2.2 Should only one nomination be received to fill any such vacancy the nominee will be advised to the members as having been the successful candidate and shall complete the term of that person responsible for creating the casual vacancy
  - 22.2.3 In the event of more than one casual vacancy occurring at the same time and nominations do not exceed vacancies the Committee will have the right to determine which casual vacancy term shall be completed by the successful candidates
  - 22.3.3 In the event a vacancy is for less than one (1) year the Committee may nominate a member who has been a member of the Association for at least two (2) consecutive years to fill that vacancy and the member nominated shall hold office subject to these rules up to and including the annual general meeting next following

## **23 PROCEDURE OF THE COMMITTEE**

- 23.1 The Committee shall meet at least three (3) times a year at such place and times as the Committee may determine by either electronic or face to face means
- 23.2 Special meetings of the Committee may be convened by the Chairperson or by any four (4) 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 five (5) members of the Committee constitute a quorum for the transaction of business of a meeting of the Committee. A quorum will not be valid unless at least two (2) officers of the Committee are present
- 23.5 A member of the Committee shall not be absent from two (2) or more consecutive meetings without reasonable and acceptable cause
- 23.6 No business shall be transacted unless a quorum is present and if, within thirty (30) minutes of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place, hour and day of the following week unless the meeting was a special meeting in which case it lapses

- 23.7 At the meeting of the Committee  
23.7.1 The Chairperson shall preside or  
23.7.2 If the Chairperson is absent, the Secretary shall preside
- 23.8 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
- 23.9 It is a standard ruling that, at a Committee meeting, correspondence be dealt with when read, unless the subject is listed elsewhere on the agenda
- 23.10 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 equality of votes on any question the person presiding may exercise a second or casting vote
- 23.11 Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to them at a reasonable time before the meeting, by electronic or postal means, to their usual address at least two days before the date of the meeting
- 23.12 A Committee member who is not physically present at a Committee meeting may participate in the meeting by the use of technology that allows that Committee member and the Committee members present at the meeting to clearly and simultaneously communicate with each other
- 23.13 A Committee member participating in a Committee meeting as permitted under rule 24.12 is taken to be present at the meeting, and, if the member votes at the meeting is taken to have voted in person
- 23.14 The Committee shall have the power to appoint a sub-committee to deal with any matter 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
- 23.15 The Chairperson and the Secretary or their deputy shall be ex-officio members of all sub-committees
- 23.16 The ruling of the Chairperson of the meeting on any matter of order or practice shall be considered final

## **24 REMOVAL OF A MEMBER OF A COMMITTEE**

- 24.1 The Association in general meeting may, by resolution, remove any member of the Committee before the expiration of the term of their office and appoint another member 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 23.1 makes representation in writing to the Secretary or Chairperson of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the Chairperson 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 FINANCIAL**

- 25.1 All cheques must be signed by the Treasurer and countersigned by another member of the Committee. No person shall have 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 and the Treasurer or their deputy shall be empowered by the Committee as it deems fit to provide for and meet sundry items by way of petty cash
- 25.3 The bank books, account books, accounts 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 meetings whenever it shall desire
- 25.4 All funds, fees due or monies due to the Association shall be payable to the postal address of the Association
- 25.5 All requests for reimbursement of monies spent must be accompanied by a receipt as proof of purchase. No reimbursement will be given without proof of purchase
- 25.6 No receipt from the Association will be valid unless it is on the official receipt form of the Association

## **26 SOCIAL MEDIA**

- 26.1 All CVI ordinary and Committee members shall abide by the Social Media Policy



## **27 NOTICES**

- 27.1 A notice may be served by or on behalf of the Association upon a member either personally or by sending it by post or electronically to the member at their address as shown in the register of members
- 27.2 Where a document is properly addressed and posted to a person or sent electronically, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time in which the letter or email would have been delivered in the ordinary course

## **28 ALTERATION OF RULES**

These Rules shall not be altered except in accordance with the Act.

## **29 CUSTODY OF RECORDS**

- 29.1 Except as otherwise provided in these rules, the Secretary shall keep in their custody or under their control all books, membership records, documents and securities of the Association
- 29.2 Books, documents and financial reports of the Association shall be made available for inspection and copying by any member of the Association upon request unless in the Committees opinion the information may be used in a manner detrimental to the Association

## **30 FUNDS**

The funds of the Association shall be derived from entrance fees, annual subscriptions donations, shows, registrations and any other sources the Committee determines

## **31 AUDITORS**

- 31.1 There shall be an Auditor or Auditors of the Association who shall be appointed by the Committee for such terms and at such a fee and upon 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
- 31.2 An auditor appointed under clause 31.1 shall be suitably qualified and independent of the Association

## **32 PUBLIC OFFICER**

The Secretary is 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

## **33 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