



Cats Queensland Inc

CONSTITUTION

CATS QUEENSLAND INC (CQI)

ABN 56 132 970 832
(Council of Federated Cat Clubs of Queensland)

Incorp No IA33593

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Supersedes all previous versions

Part I Principal Objects

1. Name

- (1) The name of the Association is to be the "Cats Queensland Inc." otherwise referred to as CQI.

2. Purposes

- (1) The principal objectives of Cats Queensland Inc are:
 - (a) To promote and raise the standards, and encourage the breeding, of pure bred cats.
 - (b) To educate the members of Cats Queensland Inc and the general public in all aspects of pedigree and companion cats.
 - (c) To promote and assist to make contributions to feline veterinary research and to create and endow scholarships and fellowships and for these objects Cats Queensland Inc shall have power:
 - (i) to collect, verify and publish information relating to pedigree cats and the breeding and exhibition of pedigree cats;
 - (ii) to keep and maintain a feline register of pedigree cats born in Queensland and of cats which are imported into the State which are registered on a feline register kept by a controlling body recognised as such by the Management Committee;
 - (iii) to promote the holding of exhibitions and to conduct exhibitions, including
 - a. to promote the holding of exhibitions, displays and shows of pedigree and companion cats,
 - b. to promote the holding of exhibitions, displays, and shows for cats registered in the limited register (also known as experimental or outcross);
 - (iv) to keep and maintain a supplementary feline register of cats used in and cats resulting from approved experimental breeding programs;
 - (v) to collect, verify and publish information relating to cats registered in the supplementary register and of exhibitions of such cats at shows;
 - (vi) to encourage the affiliation of kindred bodies with Cats Queensland Inc.
 - (vii) to make contributions towards awards, medals and prizes for competition at exhibitions and to make awards from time to time;
 - (viii) to compile and publish feline registrations provided that Cats Queensland Inc shall not have the power to sell or offer for sale such registration details without the prior permission of the member who is referred to in such feline registration;
 - (ix) to protect the interests of the public and persons participating in shows, parades, exhibitions and other displays or competitions connected with or in furtherance of the principal objects of Cats Queensland Inc Constitution.
 - (x) to encourage the amicable settlement of disputes and to prevent illegal and dishonest practices;
 - (xi) to encourage affiliates to resolve within their own organisations disputes that do not relate to the objects, rules or regulations of Cats Queensland Inc,
 - (xii) to borrow or raise money in any manner whatsoever and on such terms as the Management Committee deems fit including by overdraft or charge or by the issue of debentures;
 - (xiii) to hire or employ secretaries, clerks, managers, servants and workmen and to pay them and other persons in return for services rendered to the salaries, wages and gratuities;
 - (xiv) to subscribe to and become associated or affiliated with any other bodies whose objects are kindred to the objects of Cats Queensland Inc,
 - (xv) to legislate, to make rules, regulations and/or by-laws and to do all the acts, matters and things as may be necessary or expedient to promote all or any of the objects of Cats Queensland Inc or matters incidental thereto;
 - (xvi) to levy fees for membership, registration of cats' prefixes, transfer of ownership, judges' licenses or for any other purpose which is desirable to carry out the objects of Cats Queensland Inc, or any of them;
 - (xvii) to award challenge certificates, championships, allot titles and to make regulations therefore;
 - (xviii) to hear appeals from exhibitors or from members or from affiliated bodies or their members or owners of cats who are themselves or whose cats have been disqualified or penalized by an affiliated body;
 - (xix) to purchase, lease or otherwise acquire land or buildings or in any manner to obtain an interest therein or the use thereof upon such terms and conditions as the Management Committee (subject to the rules) determine and to erect on land acquired show rings, buildings and all such

facilities for the carrying out of the above objects or any of them as the Control may deem, necessary or desirable;

(xx) to invest the funds of Cats Queensland Inc not immediately required;

(xxi) to do all such other things as the Management Committee in its discretion considers as incidental or conducive to the attainment of the principal objects or the fulfillment of the powers or any of them.

Part II Preliminaries

3. Interpretation:

“affiliate”	means a club, society or association of breeders of cats or association admitted by Cats Queensland Inc as an affiliated body and where the context so admits includes an associate or provisional affiliate
“annual general meeting”	means the annual general meeting of Cats Queensland Inc referred to in rule 39.
“application for membership”	includes application for re-admission to membership.
“associate affiliate”	means a club or other body as admitted by Cats Queensland Inc as an associate affiliate.
“auditor”	means the auditor appointed by Cats Queensland Inc
“body”	means where the context reasonably permits, an agricultural or other society or association, company, corporation or group of persons.
“cat”	includes male, female, entire or alter/desexed where the context reasonably permits.
“cat controlling body”	means anybody recognised as such by the Management Committee.
“central register”	means the central register of prefixes kept by Cats Queensland Inc
“committee”	means a committee of Cats Queensland Inc
“constitution”	means the constitution, rules, regulations and by-laws of an affiliate or (where applicable) an applicant for affiliation.
“couple”	means any two persons who cohabit, whether as a man and wife or otherwise.
“executive committee”	means the Executive Committee referred to in rule 32.
“exhibit”	(a) used as a noun means a cat entered for exhibition at a show; (b) used as a verb includes the verb “to show” and vice versa and “to exhibit” or “to show” includes “to compete”.
“exhibitor”	means a person in whose name an exhibit is entered for exhibition in a show but where the context reasonably permits, shall be deemed to include a person by whom such exhibit is displayed or handled or the person in whose charge the exhibit is whilst on the showground.
“exhibition”	includes a show, cat exhibition, cat parade, cat competition or cat display.
“fees”	shall include moneys payable in respect of the registration of or in respect of an entry of an animal in the records of Cats Queensland Inc and shall include charges made by Cats Queensland Inc in respect of an inspection of a cat or of books and records of a member of an affiliate.
“general cat club”	means a club, recognised as such by the Management Committee, which admits to membership fanciers of pure bred cats, without any restriction as to the breed or breeds in which such members are interested.
“the journal/newsletter”	means the journal/newsletter of Cats Queensland Inc published by the Management Committee “On the Prowl”
“judge”	means a person approved by the Management Committee to judge at a show.
“license”	in relation to a club, society, association or other body means the license granted thereto by the Management Committee to conduct a show to be governed by the regulations.
“licensee”	means a body licensed to conduct a show or shows pursuant to the rules and regulations.
“limited register”	means the cat register kept by the Management Committee for the purpose of recording therein cats which are ineligible for breeding but considered by the Management Committee as eligible for exhibition in a recognised show.

“management committee”	means the Management Committee of Cats Queensland in rule 25
“member”	means a member of Cats Queensland Inc and where the context so admits shall mean and include a junior member.
“misconduct”	word or action: means any conduct : (a) considered by a reasonable person to be un-sportsman like or of a nature which is contrary to the manner in which a person ought properly to conduct himself; or (b) which might induce a breach of the peace; or (c) which might create a nuisance; or (d) which might prejudice the smooth running of or interfere with the conduct or running of a show or of any general meeting or committee meeting of Cats Queensland Inc or of an affiliate; or (e) which brings Cats Queensland Inc into discredit or the member concerned as a breeder, owner or member into discredit; or which by the rules or regulations of Cats Queensland Inc or an affiliate is deemed to be misconduct.
“office”	means the office of Cats Queensland
“period of membership”	means the period of time terminating at midnight on 31 December in each year for which a member has been admitted to membership.
“person”	where the context reasonably permits, includes a natural person, a firm or partnership, a company, corporation or any other legal entity.
“prefix”	means a prefix appearing in the central register.
“the prescribed form”	means the form prescribed by the Management Committee for the nomination of candidates for election to the Management Committee.
“prize”	includes any award, gift or presentation whether in the form of a certificate, a card, a ribbon, a monetary payment, a trophy or otherwise.
“provisional member”	means a member who has been a member for less than 12 months from date of commencement of membership. (09/03/07)
“provisional affiliate”	means a club, society or association of breeders of cats admitted as such by Cats Queensland Inc as a provisional affiliate.
“recognised show”	means a show conducted by Cats Queensland. or a show conducted under the regulations and approved as a recognised show by the Management Committee, and includes a show conduct by the Cat Section Committee of the Royal Agricultural Society of Qld. “Unrecognised show” shall have the converse meaning.
“records”	means the records of Cats Queensland
“the register”	means the cat register kept by the Management Committee for the purpose of recording cats considered by the Management Committee as eligible for exhibition and admitted to registration in accordance with Cats Queensland’s rules and regulations.
“Registrar”	means the elected member of the Management Committee that is responsible for recording registrations, transfers, and higher status of the Association.
“regulations”	means the regulations made by the Management Committee and from time to time in force.
“rules”	means the rules for the time being of Cats Queensland
“the Secretary”	means the Secretary of Cats Queensland Inc and where the context reasonably permits, includes any Assistant Secretary and any person for the time being appointed by the Management Committee to exercise Cats Queensland Inc secretarial functions.
“show”	used as a noun includes any exhibition at which cats are judged or at which cats compete and at which prizes are awarded.

“show committee”	in relation to a show means the committee immediately responsible for the conduct of the show.
“show officials”	means all judges, stewards and officials engaged in the administration of the show in question and includes the members of any show committee.
“show regulations”	means Part II of the regulations.
“show representative”	means a person approved by the Management Committee to represent Cats Queensland Inc at a show.
“special general meeting”	means a general meeting of Cats Queensland Inc other than an annual general meeting.
“specialist club”	means a club or society or other association of persons recognised as such Cats Queensland Inc which admits to membership breeders and supporters of a specified breed and varieties or colours of that breed of cat and which conducts exhibitions at which only cats of that breed and varieties or colours of that breed are eligible for exhibition.
“state”	means the state of Queensland.
“steward”	means a person who displays or handles an exhibit whilst it is being shown in a ring.
“supplementary register”	means the cat register kept by the Management Committee for the purpose of recording therein cats used in or resulting from approved experimental breeding programs and from breeds not eligible for championship status (also known as outcross of experimental register).
“writing”	includes printing, typing, roneo, photocopying, and any other like recognised means of written communication.

4. In these rules:

- (1) a reference to a function includes a reference to a power, authority and duty; and
- (2) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty;
- (3) the provisions of the Interpretation Act, 1987 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument under that Act;
- (4) a reference to the masculine gender shall include the feminine gender and vice versa.

Part III Membership

5. Application for Ordinary Membership

- (1) Any person that has attained the age of 18 years may be admitted to membership of Cats Queensland Inc by the Management Committee upon application in writing for membership made prior to 30 June in each year provided that where the applicant is a natural person, such applicant shall be at least 18 years old and resides at an address situated in the state of Queensland.
- (2) An application for membership shall be in such form as the Management Committee may from time to time prescribe and shall be signed by the applicant and lodged with the Secretary. An applicant shall furnish to the Management Committee such information as may be required from time to time by the Management Committee, and in particular shall furnish such information as is called for in the prescribed form.
- (3) Subject to the approval of the Management Committee a couple shall be entitled to apply in their joint names for dual membership of Cats Queensland Inc and such membership for all purposes of the rules and regulations shall confer upon each of such members all of the rights, privileges and obligations provided for by the rules and regulations.
- (4) Any application for membership may be refused by the Management Committee and consideration of an application may be deferred but only for a period not exceeding three months from the date of receipt of the application by the Management Committee.
- (5) The number of ordinary members shall be unlimited.
- (6) No breeder / Member of Cats Queensland Inc may register cats / kittens of any breed with any other registering body.(1 October 2016)
- (7) Entire breeding cats over the age or 9 months WILL NOT be transferred to persons who are not registered with a recognised council and hold an approved prefix. (June 2012)

6. Life Membership

- (1) The Management Committee may by resolution appoint a member to be a life member. A life member shall enjoy all the privileges of membership but shall not be liable to pay an admission fee or an annual subscription as required by rule 12 respectively.

7. Junior Membership

- (1) The Management Committee may admit as a junior member a natural person who is under the age of 18 years and resides at an address situated in the State of Queensland.
- (2) A junior member:
 - (a) shall not be eligible to hold any office under the rules or to submit his or her name as a candidate for appointment as a judge;
 - (b) shall not be entitled to vote at any meeting;
 - (c) shall be entitled to hold a prefix;
 - (d) shall not be eligible for nomination to, or election as a member of the Management Committee and may not vote in any ballot in any such election.
- (3) Subject as aforesaid a junior member for all purposes of the rules or 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.
- (4) A junior member shall pay the amount of the entrance fee and one half of the amount of the annual subscription from time to time payable by a member.
- (5) A junior member who is accepted as a member shall not be required to pay an additional entrance fee.

8. Associate Membership

- (1) The Management Committee may admit as an associate member, a natural person who has attained the age of 18 years and does not reside at an address situated in the state of Queensland.
- (2) An associate member:
 - (a) shall not be entitled to vote at any meeting
 - (b) shall not be eligible for nomination to, or election as a member of the Management Committee and may not vote in any ballot in any election.
 - (c) Shall not be entitled to register with the association any litters born under his/her prefix excepting where the associate member holds a joint prefix with a full member of the association.

- (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.
- (4) An associate member shall pay the amount of the entrance fee and the amount of the annual associate subscription.
- (5) A member transferring to associate membership and vice versa shall not be required to pay the entrance fee.

9. **Cessation of Membership**

- (1) A person shall cease ipso facto to be a member of Cats Queensland.:
 - (a) upon the termination of his or her period of membership (whether by effluxion of time or otherwise) unless he or she shall be readmitted by the Management Committee for a further period of membership;
 - (b) if he or she resigns by notice in writing addressed to the Secretary (but such resignation shall not relieve any member from payment of overdue subscriptions or other moneys due by him or her to Cats Queensland Inc at the time of such resignation);
 - (c) if he or she shall die;
 - (d) if his or her annual subscription for the forthcoming financial year payable pursuant to rule 17 has not been paid by the last day of February of the forthcoming financial year;
 - (e) if he or she has been convicted of an offence under the Cruelty to Animals Act or any amendment thereof of the Act substituted therefore or has been convicted summarily or on indictment for an offence committed at a show and any member so convicted shall not be eligible for membership Cats Queensland Inc or of an affiliate. The publication in a newspaper or notification to Cats Queensland Inc from the appropriate authority or person that such conviction has been recorded shall be sufficient evidence thereof for the purpose of this rule;
 - (f) and of an Affiliate if he or she is suspended from membership or disqualified or otherwise declared ineligible to take part in any capacity in an exhibition for the term of such suspension, disqualification or ineligibility or for such longer period as the Management Committee may in its discretion determine.
 - (g) If he or she ceases to reside at an address situated in the State of Queensland except where he or she is a Life Member.
- (2) A member's membership shall be suspended ipso facto in the event that there is owing by the member to Cats Queensland Inc any monies for goods or services provided by Cats Queensland Inc to or at the request of the member and such monies have been outstanding for more than 60 days provided that subject otherwise to the rules, the suspension of membership shall cease upon payment by or on behalf of the member to Cats Queensland Inc of the outstanding monies.

10. **Privileges of Membership**

- (1) Subject to the restrictions and limitations prescribed by or pursuant to the rules and regulations, the privileges of a member shall be:
 - (a) the right to attend and vote at the annual general meeting and any special general meeting of Cats Queensland Inc;
 - (b) the right to submit his or her name as a candidate for appointment as a judge;
 - (c) the right to register in the register such cats bred or purchased by him or her as are eligible for such registration;
 - (d) the right to stand for election to the Management Committee; and
 - (e) the right to compete for any prize available for competition by members of Cats Queensland Inc provided that a member who is not a resident of the State shall not be entitled to the privileges granted by paragraphs (c) and (d) hereof or to hold any office or to be elected to the Management Committee or appointed to any committee.

11. **Register of Members**

- (1) A register of members shall be kept by the Secretary and shall contain the name, address and prefix (if any) of each member. The register of members shall be kept at the office of Cats Queensland Inc and may be made available by the Secretary (if the Management Committee shall so determine but not otherwise) for inspection by such persons and upon such conditions as the Management Committee may from time

to time determine.

12. Fees and Subscriptions

- (1) A member of Cats Queensland Inc shall, upon admission to membership, pay to Cats Queensland Inc an annual subscription of such amount as may be determined by the Management Committee.
- (2) Members who join the Association between October 1st and December 31st in any year remain financial until December 31st in the following year.(8 January 2006)
- (3) Until otherwise determined by the Management Committee a member who is in receipt of:
 - (a) a pension paid by the Department of Social Security; or
 - (b) any other like pension may be entitled to such reduction as the Management Committee may from time to time determine of the entrance fee, annual subscription and other fees for services rendered by Cats Queensland Inc.

13. Member's Liability

- (1) The liability of a member of Cats Queensland Inc to contribute towards the payment of the debts and liabilities of Cats Queensland Inc or the costs, charges and expenses of the winding up of Cats Queensland Inc is limited to the amount, if any, unpaid by the member in respect of membership of Cats Queensland Inc as required by rules 11 and 12.

14. Disciplining of Members

- (1) A member shall strictly observe and act in conformity with and not otherwise than in accordance with the rules and regulations of Cats Queensland
- (2) A member shall not participate in or in any way support or patronize an exhibition which is not conducted under or in accordance with the regulations provided that a member shall not be in breach of this rule if he or she shall exhibit a cat or otherwise participate in a recognised exhibition, demonstration, or other event of a like nature conducted by an affiliate or other body sanctioned by the Management Committee to hold an exhibition.
- (3) A member shall supply such information relevant to a disciplinary matter within his or her possession or control as requested by the Management Committee within 30 days of being notified of such request.
- (4) No member shall conduct himself or herself in such a way as to bring Cats Queensland Inc into disrepute or to bring himself or herself as a breeder, exhibitor or member into discredit.
- (5) The Management Committee may in accordance with the regulations conduct or cause to be conducted all such inquiries and investigations to be undertaken by an independent tribunal established in accordance with the regulations which shall conduct such inquiry or investigation in accordance with the regulations and otherwise as it considers appropriate in relation to:
 - (a) any alleged misconduct or breach of the rules or regulations by a member;
 - (b) any matter or thing referred to the Management Committee by a member;
 - (c) any decision, act or omission of an affiliate or its Show Committee and any occurrence at an exhibition and the rejection of any entry of any exhibit in a Show, other than a decision, act or omission that is of a domestic nature relating only to the internal affairs of an affiliate or its members and not relating to the objects of Cats Queensland Inc or to the rules or regulations;
 - (d) any other matter or thing as the Management Committee may from time to time decide; and may impose such penalty as it in the circumstances of the case considers appropriate.
- (6) No member or affiliate shall have any claim against Cats Queensland Inc or against any member or against any member of a committee or against any employee or agent of Cats Queensland Inc in respect of any act, matter or thing done in good faith and purporting to be done in accordance with the rules and regulations during an inquiry or investigation conducted pursuant to rule 14(5) and the regulations.
- (7) If pursuant to the regulations a member is required to tender his or her resignation and shall not do so within 30 days he or she shall at the expiration of the said 30 days ipso facto cease to be a member of Cats Queensland.
- (8) Any person who is subject to any fine, penalty or disqualification imposed by any cat controlling body:
 - (a) shall not be eligible to participate in any exhibition held under the rules or regulations, or by an Affiliate; and
 - (b) shall be subject to the same penalty or disqualification in the State (but no fine imposed by another cat controlling body shall be payable twice).

15. Appeal Against Rejection or Termination of Membership

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
- (3) If the secretary receives notice of intention to appeal, the secretary must, within 3 months after the day of receipt, call a general meeting to decide the appeal.
- (4) At the meeting, the applicant must be given a full and fair opportunity to show why the applicant should not be rejected or the membership should not be terminated.
- (5) Also, the management committee and the committee members who rejected the applications or terminated the membership must be given the opportunity to show why the application should be rejected or the membership should be terminated.
- (6) An appeal must be decided by a vote of the members present at the meeting.
- (7) If a person whose application has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the application fee paid by the person.

16. Affiliated Bodies

- (1) The Management Committee may admit as an Affiliate or provisional Affiliate of Cats Queensland Inc, a cat club established for the purposes of conducting exhibitions of or for the purpose of educating persons to act as judges of or for the purpose of promoting interest in a particular breed of cat provided that Cats Queensland Inc shall be satisfied that such affiliation is warranted having regard to:
 - (a) the existence of any cat club established within such area which might better serve the interests of the members of the applicant body; and
 - (b) the present or future viability of an existing Affiliate if an application for affiliation is granted.
- (2) The Management Committee may charge such entrance fee and such annual subscription for affiliation as the Committee may from time to time determine and pending and subject to such determination an Affiliate or Provisional or Associate Affiliate shall pay such annual subscription in advance in respect of the financial year. The annual subscription shall be payable on the first day in July each year, and if an Affiliate or a Provisional or Associate Affiliate shall fail to pay such subscription prior to the first day of August each year it shall not be entitled unless otherwise determined by the Committee to any privileges to which an Affiliate or Provisional or Associate Affiliate is entitled under the Constitution and the Regulations, but shall be subject to all obligations imposed upon an Affiliate or Provisional or Associate Affiliate provided that when affiliation commences during the currency of a financial year the Affiliate or Provisional or Associate Affiliate shall pay the subscription in respect of the year of admission as such Affiliate.
- (3) An applicant for affiliation shall not be admitted as an Affiliate or Provisional or Associate Affiliate unless:
 - (a) being a cat club it has at least five financial members resident within the state which the club is intended to serve;
 - (b) its application is in writing signed by its Secretary, and addressed to and lodged with the Secretary of Cats Queensland Inc and is accompanied by:
 - (i) such entrance fee and annual subscription as may be prescribed by the Management Committee from time to time; and in the case of a club as mentioned above by:
 - (ii) a copy of the constitution of the applicant and all rules, regulations and by laws in force under its constitution;
 - (iii) a certificate signed by its President and Secretary stating that the applicant has at least five financial members or such other number as may be determined from time to time by the Management Committee either generally or specifically for any particular area, who are entitled to vote at a general meeting of such club listing the names and addresses of such members;
 - (iv) a certificate signed by its President and Secretary stating that the applicant has at least \$100.00 or such amount as may be determined from time to time by the Management Committee deposited in a recognised financial institution account;
 - (v) an undertaking in writing signed by its President and Secretary that upon its admission as an Affiliate

- (vii) it will annually thereafter furnish to the Management Committee a copy of its balance sheet furnished to such annual general meeting together with a certificate that it has at least five financial members;
- (4) An affiliate shall within two months of its annual general meeting in each year but in any case not later than 31 October forward to the Secretary:
 - (a) a copy signed by its President, Secretary, and Treasurer of its Balance Sheet and Financial Statement duly audited by a recognised Accountant OR a declaration signed by its President, Secretary and Treasurer providing a financial declaration and/or balance sheet or similar as determined from time to time by the Management Committee.
 - (b) A list signed by its President or Secretary showing the names and addresses of all Office Bearers and Committee members.
 - (c) any other information or documents which the Committee shall have requested the Affiliate to furnish.
 - (5) The Office Bearers of an Affiliate shall be financial members of Cats Queensland Inc and shall include President, Vice President, Secretary and Treasurer.
 - (6) Subject as aforesaid the Management Committee may admit as an Affiliate of Cats Queensland Inc a Provisional Affiliate upon its written application signed and lodged as aforesaid.
 - (7) The Management Committee requires all Affiliates to include in their constitutions the following rules:
 - (a) The objects of the club are:
 - (i) to affiliate with Cats Queensland Inc.
 - (ii) to promote and encourage the breeding of pure bred cats;
 - (iii) to promote and raise the standards of breeding and exhibition of pedigree cats;
 - (iv) to promote the holding of exhibitions and to conduct exhibitions;
 - (v) to foster, promote and protect the interests of exhibitors at shows/exhibitions.
 - (b) As long as the club is an Affiliate of Cats Queensland Inc every member, whether a member of Cats Queensland Inc or not, shall be deemed to have agreed with Cats Queensland Inc to be bound by the rules and regulations of Cats Queensland Inc for the time being in force and at all times to submit to and carry out every determination, finding, decision, requirement or direction of Cats Queensland Inc so far as the same shall relate to him or her.
 - (c) Rules (a) and (b) above shall not be altered, amended or repealed other than with the previous written consent of the Cats Queensland.
 - (8) In addition the Management Committee may:
 - (d) require an Affiliate or Provisional or Associate Affiliate or an applicant for affiliation to include in its Constitution such rules or to adopt such regulations governing its affairs and/or management as the Committee in its absolute discretion may determine;
 - (e) require at any time and from time to time the attendance before the Management Committee of any office bearer of an Affiliate or Provisional or Associate Affiliate to give such information and/or explanation pertaining to his or her conduct in relation to or concerning the affairs and/or management of an Affiliate or Provisional or Associate Affiliate as the Management Committee shall require;
 - (f) direct by notice in writing to an Affiliate or Provisional or Associate Affiliate the removal or that the resignation be obtained of an office bearer of such Affiliate or Provisional or Associate Affiliate from the office to which he or she has been elected or appointed;
 - (g) direct an Affiliate or Provisional or Associate Affiliate to do or not to do such act, matter or thing in relation to its affairs and/or management as the Management Committee in its absolute discretion may determine;
 - (h) carry out such investigations of the affairs and/or management of an Affiliate or Provisional or Associate Affiliate as the Management Committee may from time to time determine;
 - (i) give such directions to and make such determinations in relation to an Affiliate or Provisional or Associate Affiliate on any matter arising out of such investigation or from any appeal made to the Management Committee pursuant to the Constitution;
 - (j) impose such penalties on an Affiliate or Provisional or Associate Affiliate as a result of any such investigation or appeal or for failing to carry out a requirement or direction of the Management Committee whether by way of fine, suspension or otherwise as the Management Committee in its discretion may determine;
 - (k) in relation to any dispute within the membership of an Affiliate or Provisional or Associate Affiliate,

take reasonable legal advice on ways and means of having such a dispute settled, and the cost of that legal advice shall be borne by the Affiliate or Provisional or Associate Affiliate involved.

17. A group of people who have a particular interest to promote a particular breed. Associate clubs do not hold shows in their own right, but may sponsor or hold a specialty ring at other show/s. Associate clubs may upgrade to full membership at any time (27 November 2005).

18. Termination of any Affiliation

- (1) The Management Committee may at any time terminate the affiliation of an Affiliate or Provisional or Associate Affiliate without any obligation to refund the whole or any part of the affiliation fee.
- (2) Notwithstanding the foregoing, an Affiliate or Provisional or Associate Affiliate which fails to observe or perform its obligations or undertakings as imposed by the Constitution or the regulations or fails to notify the Management Committee that it has complied with a direction of or has given effect to a determination of the Committee within the time required by the Committee shall ipso facto cease to be an Affiliate or Provisional or Associate Affiliate.
- (3) Notice of such termination shall be given to the Affiliate or Provisional or Associate Affiliate concerned.

19. Winding-up of Affiliates

- (1) An Affiliate or Provisional or Associate Affiliate on deciding to wind up its affairs shall cause to be convened a general meeting of its members. Notice shall be given on the notice convening the meeting stating that the Affiliate proposes to wind up its affairs and cease functioning as an Affiliate or Provisional or Associate Affiliate. Surplus funds shall not be disbursed unless with the approval of the Management Committee and an undertaking shall be given by the Affiliate or Provisional or Associate Affiliate that all of its known debts have been paid in full.

Part IV The Management Committee

20. Powers of the Management Committee

- (1) There shall be a Management Committee of Cats Queensland Inc comprised of up to 11 members which:
 - (a) Shall be the 6 Executive Committee members (President, Vice President, Treasurer, Secretary, Registrar and Independent) and in addition up to 5 Committee members.
 - (b) Note should be made that the Constitution allows for an Assistant Secretary and a second Registrar to be appointed, and if so, they will form part of the Executive and Management Committee, in which case, the additional Committee members will be restricted to up to three (3).
 - (c) shall have the entire control and management of the affairs of Cats Queensland Inc;
 - (d) may exercise all such functions as may be exercised by Cats Queensland Inc other than those functions that are required by these rules to be exercised by a general meeting of the members of Cats Queensland Inc;
 - (e) subject to (b), has power to perform all such acts and do all such things as appear to the Management Committee to be necessary or desirable for the proper management of the affairs of Cats Queensland Inc;
 - (f) without prejudice to the generality of the foregoing, has power to appoint persons as Patrons of Cats Queensland Inc;
- (2) Members of the Management Committee shall not be members of more than two affiliated clubs, elected members must be available for a 36 month term for continued stability.
- (3) Members nominating for a position on the Management Committee of Cats Queensland must declare all club affiliations on their resume. (1 December 2006)
- (4) Members shall not be eligible for election or appointment to the Management Committee until they have completed two years of full membership of Cats Queensland. (09/03/07)

21. Retirement from Management Committee

- (1) At each annual general meeting of Cats Queensland, those members of the Management Committee:
 - (a) elected more than 36 months prior to the annual general meeting, or
 - (b) who have been appointed to fill a casual vacancy for a person elected more than 36 months prior to the annual general meeting
 - (c) shall retire from office.
- (2) A retiring member of the Management Committee is eligible for re-election pursuant to rule 25.
- (3) A minimum of 3 but not more than 4 members of the Management Committee, to be determined by the membership of the Management Committee, must be retained at each AGM. These members are not required to stand for re-election at that time. They must stand down after 3 consecutive terms but are eligible for re-election pursuant to rule 25.

22. Casual Vacancies

- (1) For the purpose of these rules a casual vacancy in the office of a member of the Management Committee occurs if the member:
 - (a) dies;
 - (b) ceases to be a member of Cats Queensland;
 - (c) becomes an insolvent under administration within the meaning of the Companies (QLD) Code;
 - (d) resigns office by notice in writing given to the Secretary;
 - (e) is removed from the office under rule 26.
 - (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
 - (g) is absent without consent of the Management Committee from all meetings of the Management Committee held during a period of six months.

23. Filling of Casual Vacancies

- (1) In the event of a casual vacancy occurring in the membership of the Management Committee, as per rule 20, the Management Committee shall appoint a person to fill the vacancy and serve the remaining term of the said member giving rise to the casual vacancy by the following method.
 - (a) the candidate who polled the next highest number of votes of any unsuccessful candidate from the year in which the said member was last elected to the Management Committee. This method

- of selection to be used until an available candidate is found, or until all possible candidates are exhausted; or
- (b) if there is no available candidate from the said year, then a member chosen by the Management Committee from the membership of Cats Queensland Inc shall be appointed.

24. Election of Members of Management Committee

- (1) In respect of nominations of candidates for election as members of the Management Committees:
- (a) only a member of Cats Queensland Inc may be nominated for election as a member of the Management Committee;
- (b) nominations for such election shall be on the prescribed form which must be fully completed in accordance with its terms;
- (c) persons nominating a candidate for such election must be a member of Cats Queensland
- (d) nominations shall be delivered to the Secretary on or before a date to be determined from time to time, 28 days' notice of which shall be published in the journal or by newsletter, or social media.
- (2) A member who is a candidate for election to the Management Committee must reside at the address in QLD appearing on the member's nomination form.
- (3) If insufficient nominations are received to fill all vacancies on the Management Committee, the candidates nominated shall be deemed to be elected unless otherwise varied by the Management Committee.
- (4) Any vacant positions on the Management Committee shall be deemed to be casual vacancies.
- (5) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected, unless otherwise varied by the Management Committee.
- (6) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (7) The ballot for election to the Management Committee shall be declared by the Returning Officer immediately upon conclusion of the counting of votes (which shall be "first past the post").

25. Members of Management Committee

- (1) At the conclusion of the annual general meeting or as soon thereafter as may be practicable the members of the Management Committee shall, subject to rule 20, elect from amongst their number the following office bearers:
- (a) a President of Cats Queensland;
- (b) a Vice President of Cats Queensland;
- (c) a Treasurer;
- (d) a Secretary;
- (e) an Assistant Secretary (*where appointed*)
- (f) an Independent;
- (g) a Registrar.
- (h) A second Registrar (*if appointed*)
- (i) Up to five (5) appointed Committee members, unless an Assistant Secretary and second Registrar are appointed, in which case the Committee members will be up to three (3).

26. Duties of Members of the Management Committee.

- (1) **President:** The President shall preside over the Annual General Meeting as Chairperson, other meetings of Cats Queensland Inc and meetings of the Management Committee and shall perform such other duties as may be reasonably required.
- (2) A person may not hold the Office of President for more than three consecutive terms. After serving three consecutive terms as President, s/he must stand down for a period of 12 months from that position but is still eligible to be nominated for and elected to any other position on the Management Committee should the membership so elect.
- (3) A person may not hold the position of President for more than three (3) terms, unless at least eight (8) of the eleven (11) members of the Management Committee agree otherwise.
- (4) Due to the requirement of Cats Queensland Inc to have stability, and permanence in times of unpredictability and change management, the substantive office bearer of President during the 2023 term, shall continue in this office bearer position at Cats Queensland Inc president for a period of no

more than 10 years unless the office bearer:

- (a) Dies,
 - (b) Ceases to be a member of Cats Queensland Inc,
 - (c) Becomes insolvent under administration within the meaning of the Companies (Qld) code,
 - (d) Resigns from office by notice in writing given to the Secretary,
 - (e) Becomes of unsound mind or a person or estate is liable to be dealt with in any way under the law relating to mental health, or
 - (f) Is absent without the consent of the Management Committee from all meetings of the Management Committee held during a period of six months
 - (g) Should any of these instances occur during an annual term, the office bearer of Vice President will fill the role of President and the temporarily vacant Vice President Position shall be filled as a casual vacancy until the next Annual General Meeting. This supersedes rule 21 and puts aside rules 26 (2) and 26(3) until such time rule 26(4) s no longer in place (5 November 2023).
- (5) **Vice President:** The Vice President shall, where applicable, assume the duties of the President in his or her absence or incapacity.
- (6) **Treasurer:** The Treasurer shall supervise the collection and receipt of all monies due to Cats Queensland Inc and the deposit of same in the name of the Association in such bank or financial institution as may be approved by the Management Committee. He or she shall also supervise the payment of all accounts contracted by the Association and ensure that an accurate statement of income and expenditure of the Association is maintained.
- (7) **Secretary:**
- (a) It is the duty of the Secretary to keep minutes of:
 - (i) meetings of members of the Management Committee;
 - (ii) the names of members of the Executive Committee present at an Executive Committee meeting or a general meeting;
 - (iii) the names of members of the Management Committee present at a Management Committee meeting or a general meeting;
 - (iv) all proceedings at Executive Committee meetings, Management Committee meetings and general meetings and
 - (b) To receive correspondence and send authorized correspondence as require.
 - (c) To receive membership applications and submit to Management Committee for processing, responding to the applicant as appropriate;
 - (d) To maintain a current membership register;
 - (e) To provide each Management Committee meeting with a current list of members, and membership applications;
 - (f) The common seal of Cats Queensland Inc shall be kept in the custody of the Secretary;
 - (g) The Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to Cats Queensland;
 - (h) The Secretary may, with approval of the Executive Committee, delegate tasks to other Committee members.
- (8) **Assistant Secretary (if appointed):** When appointed, the Assistant Secretary will support the Secretary by taking minutes of CQI General Meetings, Executive Meetings and Annual General Meetings. The Assistant Secretary will act for the Secretary in their absence and is therefore required to be familiar with the Secretary's responsibilities and duties
- (9) **Independent :** Senior representative of Cats Queensland members, independent of other office bearers
- (10) **Registrar:** The Registrar shall be a member of the Management Committee and shall be responsible for the following:
- (a) Accept and process registrations in accordance with the CCC of A numbering protocols;
 - (b) Account for all monies received and deposited in the relevant account and provide a detailed report to each meeting of the Management Committee;
 - (c) Provide a detailed report of registrations, transfers and higher status' processed to each meeting of the Management Committee;
 - (d) Refer any registration queries to the Registration Committee for advice.
 - (e) Maintain the experimental breeding program supplementary register, where applicable.
 - (f) A second registrar may be appointed, and if so, duties will be split, but each responsible for the area allocated (eg; 1. Longhair Registrar (with Supplementary Register Cats), and 2. Shorthair

Registrar)

(11) **Second Registrar (if appointed):**

- (a) Accept and process registrations in accordance with the CCC of A numbering protocols;
- (b) Account for all monies received and deposited in the relevant account and provide a detailed report to each meeting of the Management Committee;
- (c) Provide a detailed report of registrations, transfers and higher status' processed to each meeting of the Management Committee;
- (d) Refer any registration queries to the Registration Committee for advice.
- (e) Maintain the experimental breeding program supplementary register, where applicable.

(12) **Committee Members:** representatives of Cats Queensland ordinary members and exhibitors

27. **Removal of a Member**

- (1) Any Member of the Management Committee may only be removed from the office of Member before the expiration of the Member's term of office by Special Resolution of Cats Queensland Inc in General Meeting and another person may by Resolution be appointed to hold office until expiration of the term of office of the Member so removed.
- (2) Where a member of the Management Committee to whom a proposed resolution referred to in rule 26(1) relates makes representations in writing to the Secretary or President of Cats Queensland Inc the member may require the representations to be read out at the meeting at which the resolution is considered.

28. **Meetings and Quorum**

- (1) The Management Committee shall meet at least nine times in each period of 12 months at such place and time as the Management Committee may determine.
- (2) Additional meetings of the Management Committee may be convened by:
 - (a) the President;
 - (b) either Vice-President; or
 - (c) by the Secretary upon receipt of a requisition in writing signed by no less than five members of the Management Committee.
- (3) Oral or written notice of a meeting of the Management Committee shall be given by the Secretary to each member of the Management Committee at least 72 hours (or such other period as may be agreed upon by the members of the Management Committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under rule 28 (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Management Committee members present at the meeting unanimously agree to treat as urgent business
- (5) Quorum requirements specified at (a) below for the transaction of business at a meeting of the Management Committee. If, in the event of casual vacancies, the number of members of the Management Committee is not sufficient to constitute a quorum, the remaining Management Committee members may act but only for the purpose of increasing the number of members of the Management Committee to a number sufficient to constitute each quorum.
 - (a) The number of members on the Management Committee shall comprise a minimum of 7 to a maximum of 11 eligible members. The quorum for a 7 or 8 member Management Committee will be 5. For a Management Committee of 9-10 members, the quorum will be 6. The quorum for an 11 member Management Committee is 7. (1 October 2016)
- (6) Subject to rule 28 (5), no business shall be transacted by the Management Committee 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 stands adjourned to the same place and the same hour of the same day in the following week.
- (7) In the event that a quorum is not reached at a Management Committee meeting, the Executive of Cats Queensland will hold a replacement meeting as soon as practicable.(February 2012)
- (8) If at the appointed meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (9) **At a meeting of the Management Committee:**
 - (a) the President, or, in his or her absence, a Vice-President shall preside; or
 - (b) if the President and the Vice-President is absent or unwilling to act, such one of the remaining

members of the Management Committee as may be chosen by the members present at the meeting shall preside.

(10) **Minutes of proceedings at a Management Committee meeting:**

- (a) shall be sighted by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting.
- (b) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting and general meeting are entered in a minute book, and
- (c) The secretary must ensure the minute records for each general meeting are open for inspection at all reasonable times by any financial members who previously applies to the secretary for the inspection.

29. **Delegation by Management Committee to Committees**

- (1) The Management Committee may, by instrument in writing, delegate to one or more committees (consisting of such member or members as the Management Committee thinks fit, but should include at least one member of the Management Committee,) the exercise of such of the functions of the Management Committee as are specified in the instrument, other than this power of delegation.
- (2) A function the exercise of which has been delegated to a committee under this rule may, while the delegation remains un-revoked, be exercised from time to time by the committee in accordance with the terms of the delegation.
- (3) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Without limiting the generality of the foregoing, the Management Committee may constitute committees which shall exercise those functions as specified by the Management Committee in writing.
- (5) Notwithstanding any delegation under this rule, the Management Committee may continue to exercise any function delegated.
- (6) Any act or thing done or suffered by a committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Management Committee.
- (7) The Management Committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (8) A committee may meet and adjourn as it thinks fit.
- (9) The Management Committee hereby delegates to a Registration Committee, a Judges Association and a disciplinary committee, the functions of which are set out hereunder:
 - (a) **Registration Committee:** Shall consist of three responsible breeders with sound knowledge of genetics and must include breeders from all groups. They are responsible for supporting the Registrar in his or her role.
 - (b) **Judges Association** Shall elect a President and Secretary. The Judge's Association shall be responsible for:
 - (i) Maintaining a register of all Cats Queensland Inc Inc. Judges;
 - (ii) Making recommendations to the Management Committee regarding the scheduling and organization of Judge's training courses;
 - (iii) Coordinating and running Judge's Training courses as directed by the Management Committee;
 - (iv) Advising Management Committee as to the progression through qualification levels of all judges and when this occurs;
 - (v) Discussing and making recommendations to CCCA regarding breed standards;
 - (vi) Holding seminars on breeds;
 - (vii) Discussing and resolving any problems related to judging/standards/appointments etc.;
 - (viii) The Secretary to the Judge's Association shall cause to be kept, an accurate register of all judging commitments accepted by affiliated Judges of this association.
 - (c) **Disciplinary Committee** Shall consist of three elected representatives elected by the Management Committee and may include members of the Management Committee; The power of the Disciplinary Committee allows them to:
 - (i) Conduct and investigate misconduct;

- (ii) Conduct disciplinary hearings with person/s involved;
- (iii) Draw conclusions.
- (iv) Apply actions/penalty as the Management Committee may from time to time determine; and
- (v) Any appeal to decisions made by the Disciplinary Committee must be brought before the remaining members of the Management Committee not already involved in the Disciplinary Committee.

30. Voting and Decisions

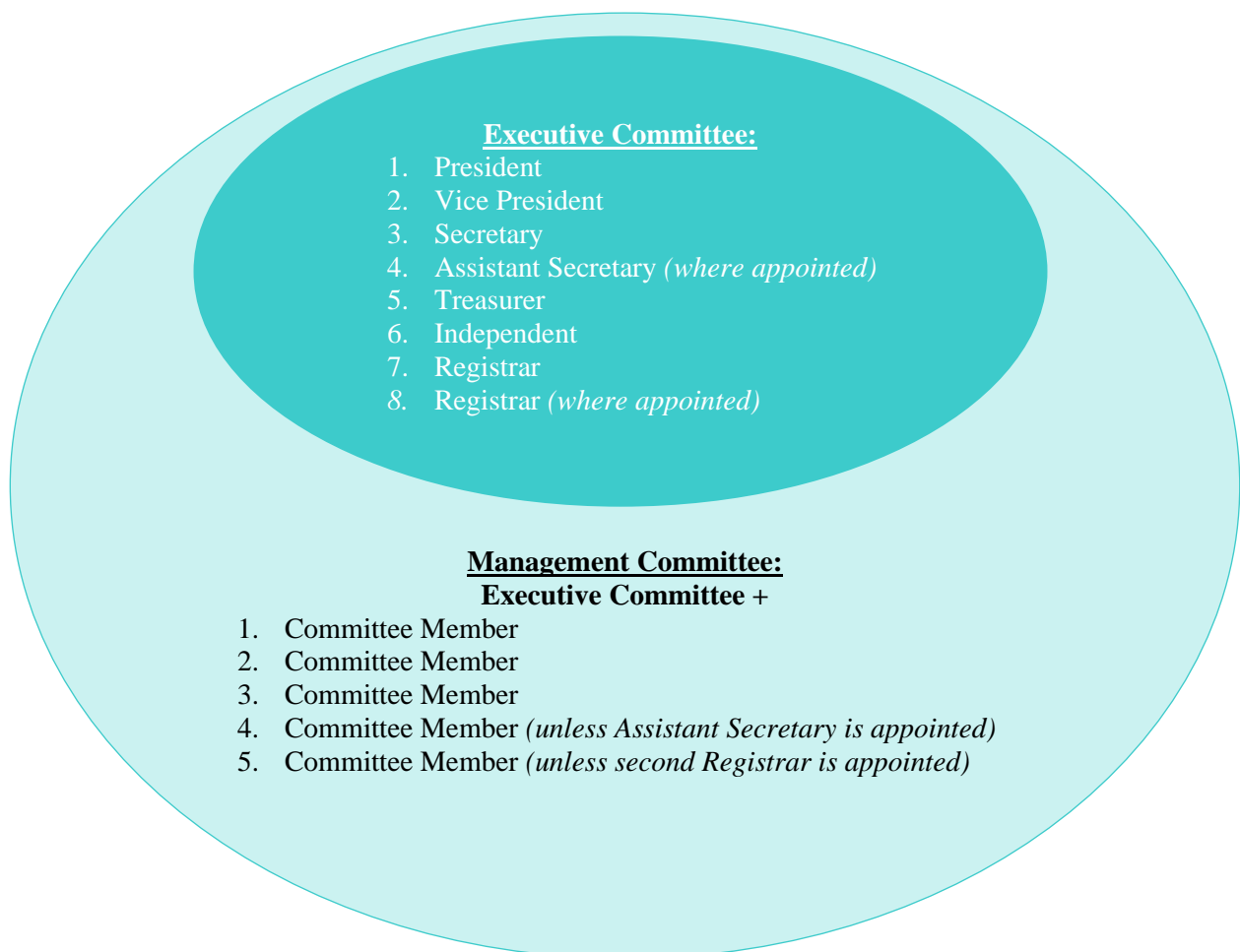
- (1) Subject to rule 31, questions arising at a meeting of the Management Committee or of any committee appointed by the Management Committee shall be determined by a majority of the votes of members of that Committee present at the meeting.
- (2) Each member present at a meeting of the Management Committee or of any committee appointed by the Management Committee (including the person presiding at the meeting) is entitled to one vote, but, in the event of an equality of votes on the question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 28(5), the Management Committee may act notwithstanding any vacancy on the Management Committee.
- (4) Any act or thing done or suffered, or purported to have been done or suffered, by the Management Committee or by a committee appointed by the Management Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Management Committee or committee.

31. Decisions of the Management Committee relating to:

- (1) the acquisition or disposition of any interest in land or to loans, borrowings or leases of real or personal property involving a total value of more than fifty thousand dollars (\$50,000) shall only be effective and may only be acted on if confirmed by a Special Resolution passed at a General Meeting of Members, notwithstanding the Provisions of sub clause 30(2)) thereof:
- (2) expenditure of Cats Queensland Inc's funds in excess of:
 - (a) \$5,000 in any one amount (being expenditure of a capital nature);
 - (b) \$5,000 where that amount is the sum of a number of amounts for the same purpose (being expenditure of a capital nature);
 - (c) \$10,000 in any one amount (being expenditure of an overhead nature);
 - (d) An amount (being expenditure of an overhead nature) which when expressed in annual terms is in excess of 110% of the amount expended in the immediately preceding financial year of Cats Queensland Inc for expenditure of the same or similar kind, provided that this sub-rule shall not apply where the proposed annual expenditure does not exceed \$5,000.
- (3) the investment of Cats Queensland Inc's funds shall only be effective and may only be acted on if confirmed at a subsequent meeting of the Management Committee held no sooner than 14 days from the date of the earlier meeting.

Part V The Executive Committee

32. There shall be an Executive Committee comprising six Members of the Management Committee, unless an Assistant Secretary and/or Second Registrar are appointed who shall be:
- (1) President,
 - (2) Vice President,
 - (3) Secretary
 - (4) Assistant Secretary (where appointed)
 - (5) Treasurer,
 - (6) Independent member chosen from the membership of the Management Committee.
 - (7) Registrar, or
 - (i) Shorthair Registrar, and
 - (ii) Longhair Registrar (unless otherwise divided)
33. Subject to the control, direction and ratification of the Management Committee, the Executive Committee shall be responsible for the Management of all the affairs of Cats Queensland Inc.
34. The Executive Committee shall meet and conduct its business in such manner as to the Executive Committee seems appropriate.
35. A quorum for a meeting of the Executive Committee shall consist of any three of the Executive Committee, either present in person or via a telephonic/electronic media, at a meeting of the Executive Committee provided that a decision agreed to by all members of the Executive Committee by means of telephonic/electronic communications to the Secretary shall be a valid and effective decision as if a meeting had actually taken place.



Part VI Administration

36. Secretary/Assistant

- (1) The Management Committee may appoint an Assistant Secretary who shall perform such functions as shall from time to time be delegated to him or her by the Management Committee.

37. The Treasurer

- (1) Shall be the public officer of Cats Queensland Inc and shall ensure that all money due to the Cats Queensland Inc is collected and received and that all payments authorized by Cats Queensland Inc are made. Also, as soon as practicable after the end of each financial year, a statement containing the following particulars is prepared for:
 - (a) the income and expenditure for the financial year just ended
 - (b) the association's assets and liabilities at the close of the year;
 - (c) the mortgages, charges and securities affecting the property of the association at the close of the year.

38. Auditor

- (1) There shall be an auditor or auditors of Cats Queensland Inc who shall be appointed by the Management Committee for such a term and at such a fee and upon such conditions as the Management Committee may from time to time think fit. The Management Committee shall have the power at any time to cancel any such appointment and make a fresh appointment.
- (2) The auditor must examine the statement prepared under subsection 36(b) and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.

39. Financial Year

- (1) The financial year of Cats Queensland Inc shall be for the period from 1st January to 31st December in each year.

Part VII General Meetings

40. Annual General Meetings - Holding of

- (1) Cats Queensland Inc shall, at least once in each calendar year and within the period of the three months after the expiration of each financial year of Cats Queensland Inc convene an annual general meeting of its members.
- (2) **Voting (3 June 2005)**
 - (a) Voting: All voting for vacant positions on the Management Committee will be either by casting a personal vote at the AGM if that is the selected method or by postal vote which shall be received by the designated Returning Officer by the date set down for each AGM.
 - (b) Postal Voting: Postal voting forms will be sent to each Cats Queensland financial member who is entitled to vote as per the constitution. Completed forms should be placed inside one envelope, sealed and initialled, and placed inside another, outer envelope and sent to the returning officer by the closing date.
 - (c) Personal Voting: Where personal voting is the chosen method of election for an AGM, a secret ballot will be held at the AGM where all members have the right to cast their vote.
 - (d) The Returning Officer: who shall be nominated by the Management Committee, shall tally the votes and declare the successful candidates at the AGM. All votes shall be kept for a period of 7 years.
 - (e) Procedure if there is a tied vote: The tied votes to be placed in a suitable container and one drawn out – this will determine the successful candidate

41. Annual General Meeting - Calling of and business at

- (1) The annual general meeting of Cats Queensland Inc shall, subject to rule 40, be convened on such date and at such place and time as the Management Committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - (b) to receive from the Management Committee a report upon the activities of Cats Queensland Inc during the last preceding financial year, which report shall include a budget forecast for the next financial year and details of any proposed changes in fees;
 - (c) to receive the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the association for the last financial year;
 - (d) receiving the auditor's report on the financial affairs of the association for the last financial year;
 - (e) to present the audited statement to the meeting for adoption;
 - (f) to elect members of the management committee; and
 - (g) to appoint an auditor (subject to rule 39(1)).
- (3) An annual general meeting shall be specified as such in the notice convening it, and such notice shall have attached to it the report referred to in rule 41(2)(b) hereof.

42. Special General Meetings - Calling of

- (1) The Management Committee may, whenever it thinks fit, convene a special general meeting of Cats Queensland Inc,
- (2) The Management Committee shall, on the requisition in writing of not less than five percent of members (calculated by reference to the total membership of Cats Queensland Inc as published to or in connection with the latest annual general meeting), or 15 members, whichever is the greater, convene a special general meeting of Cats Queensland Inc within ninety days of the lodgement of the requisition.
- (3) A requisition of members for a special general meeting:
 - (a) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the members making the requisition;
 - (c) shall be lodged with the Secretary; and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of Cats Queensland Inc the Secretary shall, at least 14 days before the date fixed for

the holding of the general meeting notify each member of the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- (5) Notice of the meeting shall be deemed to have been given to each member if it is:
 - (a) published in the journal/newsletter, social media; or
 - (b) sent by prepaid post to each member at the member's address appearing in the register of members referred to in rule 11 (1).
- (6) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of Cats Queensland Inc., the Secretary shall, at least 21 days before the date fixed for the holding of the general meeting, notify each member in the manner prescribed in rule 42(1) specifying, in addition to the matter required under that rule, the intention to propose the resolution as a special resolution.
- (7) No business other than that specified in the notice convening the general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to rule 42(1).
- (8) A member desiring to bring any business before a general meeting shall give notice in writing of that business to the Secretary who shall include the business in the next notice calling a general meeting given after receipt of the notice from the member.

43. Minutes of proceedings at a General meeting:

- (1) shall be signed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting.
- (2) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting and general meeting are entered in a minute book, and
- (3) The secretary must ensure the minute book for each general meeting in open for inspection at all reasonable times by any financial members who previously applies to the secretary for the inspection.

44. Procedures

- (1) 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 the meeting is considering that item.
- (2) Subject to subsection 44(5), at a general meeting the number of members equal to the number of members of the association present on the management committee plus five, form a quorum.
- (3) If a quorum is not present within 30 minutes after the time fixed for the general meeting, called on the request of members of the management committee or the association, the meeting lapses.
- (4) If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association, the meeting is to be adjourned to –
 - (a) the same day, time and place in the next week; or
 - (b) a day, time and place decided by the management committee.
- (5) If at an adjourned meeting a quorum under subsection 44(2) is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.

45. Presiding Member

- (1) The President of Cats Queensland Inc or, in the President's absence the Vice-President, shall preside as Chairperson at each general meeting of Cats Queensland.
- (2) If the President and the Vice-Presidents are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as Chairperson at the meeting.

46. Adjournment

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at 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.
- (2) Where a general meeting is adjourned for 14 days or more, the Secretary shall notify each member of the adjourned meeting in the manner specified in rule 42(5).
- (3) Except as provided in rules 46(1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

- (4) A question arising at a general meeting of Cats Queensland Inc 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 out or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of Cats Queensland Inc is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (5) At a general meeting of Cats Queensland, a poll may be demanded by the chairperson or by not less than 10 members present in person.
- (6) Where the poll is demanded at a general meeting, the poll shall be taken:
 - (a) immediately in the case of a poll which relates to the election of the Chairperson of the meeting or to the question of an adjournment; or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the Chairperson directs and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on the matter.

47. Special Resolution

- (1) A resolution of Cats Queensland Inc is a special resolution if it is passed by a majority which comprises not less than three quarters of such members of Cats Queensland Inc as vote in person at a general meeting of which not less than 21 days written notice specifying the intentions to propose the resolution as a special resolution was given in accordance with these rules.

48. Voting

- (1) Upon any question arising at a general meeting of Cats Queensland Inc, a member has one vote only.
- (2) All votes shall be given personally.
- (3) In the case of an equality of votes on a question at a general meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at any general meeting of Cats Queensland Inc unless all money due and payable by the member to Cats Queensland Inc has been paid.

49. Returning Officer

- (1) A returning officer must be appointed by the Management Committee. Duties include:
 - (a) Receiving all votes;
 - (b) Carrying out the official count;
 - (c) Immediately notifying the President, who shall in turn notify the members of the Management Committee of the results.

Part VIII Miscellaneous

50. Insurance

- (1) The Cats Queensland Inc shall effect and maintain such insurances as are considered by the Management Committee to be appropriate.

51. Funds - Source

- (1) The funds of Cats Queensland Inc shall be derived from entrance fees, annual subscriptions, registration and other fees, moneys received from affiliates, journal sales and advertising therein, interest, donations, and other sources as are determined from time to time.
- (2) Where considered appropriate by the Secretary, as soon as practicable after receiving any money, a receipt must be issued.

52. Funds - Management

- (1) The funds of Cats Queensland Inc shall be used in pursuance of the objects of Cats Queensland Inc in such manner as is determined from time to time.
- (2) All amounts paid by cheque must be signed by any 2 of the following:
 - (a) the president
 - (b) the secretary
 - (c) the treasurer
 - (d) another member authorized by the management committee for the purpose.

53. Reimbursement of Expenses

- (1) Without limiting the generality of rule 50 (1) hereof the Management Committee may pay or reimburse the amount of any travel or any other expenses properly incurred by a member in performance of any services to Cats Queensland Inc which have been properly authorized or requested by the Management Committee.

54. Property, Non-Profit Provision, Dissolution

- (1) The income and property of Cats Queensland Inc however derived shall be applied solely towards the promotion of the objects of Cats Queensland Inc and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the members of Cats Queensland Inc provided that nothing therein shall prevent the payment in good faith of remuneration to any officer or servant of Cats Queensland Inc or to any member of Cats Queensland Inc in return for any services actually rendered to Cats Queensland Inc or reasonable and proper rent for premises let by any member to Cats Queensland.
- (2) Cats Queensland Inc shall not be dissolved except at a general meeting of Cats Queensland Inc specially convened for the purpose and by a resolution carried by a majority of four-fifths of the votes recorded in respect of the same. If, upon the winding up or dissolution of Cats Queensland Inc there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of Cats Queensland Inc but shall be given or transferred to some other institution or institutions having objects similar or in part similar to the objects of Cats Queensland Inc and which shall also prohibit the distribution of its or their property among its or their members, such institution or institutions to be determined by the members of Cats Queensland Inc at or before the time of dissolution or in default thereof by a Judge of such Court as may have or acquire jurisdiction in the matter. Journal
- (3) Cats Queensland Inc may publish a journal to be known as "On the Prowl" in such form and containing such matter as the Management Committee may from time to time direct.

55. Alteration of Objects and Rules

- (1) Subject to the Associations Incorporation Act 1981, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

56. Common Seal

- (1) The common seal of Cats Queensland Inc shall be kept in the custody of the Secretary.

- (2) The common seal shall not be affixed to any instrument except by the authority of the Management Committee or the unanimous authority of the Executive Committee.

57. Indemnity and Exclusion of Liability

- (1) Every member of the Executive Committee, the Management Committee, any committee constituted under these rules and every employee of Cats Queensland Inc shall be indemnified by Cats Queensland Inc against, and it shall be the duty of the Management Committee out of the funds of Cats Queensland Inc to pay, all damages, costs, losses and expenses which any such person may incur or in respect of which he may become liable by reason of any contract entered into or act or thing done (whether negligently or otherwise) by him as such member of the Executive Committee, the Management Committee, committee or employee or in any way in the performance of his or her duties, unless such damages, costs, losses and expenses shall have been incurred by him or her through his own dishonesty, wilful act or default.
- (2) No member of the Executive Committee, the Management Committee, any committee constituted under these rules or employee of Cats Queensland Inc shall be liable for the acts, receipts, neglects or defaults of himself or herself or any other member of the Executive Committee, the Management Committee, committee or employee of Cats Queensland Inc or for any loss, damage or expense however arising as the result of any act, omission or default of any person (including himself or herself) or for any loss occasioned by any error of judgment or oversight or neglect on his or her part or for any other loss or damage whatsoever which shall happen in the performance of his or her duties or in relation thereto unless the same shall happen through his or her own dishonesty, wilful act or default.
- (3) No member shall have any liability to any other member for defamation as a consequence or in respect of any matter published to the Secretary, the Executive Committee, the Management Committee or to any committee.

58. Custody of Books

- (1) Except as otherwise provided by these rules, the Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to Cats Queensland Inc.
- (2) The records, books and other documents of Cats Queensland Inc may be made available by the Secretary for inspection by such persons and upon such conditions as the Management Committee may from time to time determine.

59. Service of Notices

- (1) For the purpose of these rules and regulations, a notice may be served by or on behalf of Cats Queensland Inc on any member either personally or by sending it by post to the member at the members address shown in the register of members.
- (2) Where a document is sent to a person by properly addressing, pre-paying and posting to the person an envelope containing the document, the document shall be deemed for the purposes of the rules and regulations to have been served on the person on the second normal business day after posting.
Regulations
- (3) The Management Committee may from time to time make regulations and may from time to time amend the regulations whether by deletion, addition or otherwise as it may think fit. Without limiting the generality of the foregoing, the Management Committee may make regulations:
 - (a) regulating the maintenance and administration of the register and the supplementary register;
 - (b) for granting permission for and for regulating the holding and conducting of exhibitions;
 - (c) regulating qualifications and appointment of judges, stewards and other officials;
 - (d) regulating the granting of awards, prizes and certificates;
 - (e) regulating the manner and procedure for dealing with protests, objections and appeals from decisions made at exhibitions;
 - (f) regulating the recording of matings, litters and registrations of cats;
 - (g) regulating the recording of transfers of ownership of cats;
 - (h) regulating registration, use and transfer of prefixes;
 - (i) defining the classification of cats or prescribing principles upon which a classification shall be made;
 - (j) for the holding of and regulating examinations for an appointment as a judge;
 - (k) for regulating the affiliation with Cats Queensland Inc of kindred bodies;

- (l) providing for a code of ethics relating to responsible cat ownership, including the conduct of members and the keeping, welfare, breeding, selling and disposing of cats by members;
- (m) providing for the conduct of inquiries, investigations, hearings and appeals concerning such matters as the Management Committee may from time to time determine;
- (n) for any purpose connected with the objects of Cats Queensland.

60. Construction of Rules and Regulations

- (1) If a question shall arise as to the interpretation of the rules or regulations or as to the rights or obligations either of Cats Queensland Inc or of the Executive Committee or of the Management Committee or of a committee or of a member or of an affiliate as to any matter or thing arising out of or governed by the rules or regulations such question may be determined by the Management Committee or referred to the solicitor for the time being acting for Cats Queensland Inc and the determination of the Management Committee or the written determination of the said solicitor shall be final and binding and shall be given effect to accordingly.
- (2) The regulations shall be read and construed subject to the rules and when and however any matter or thing shall arise in the interpretation of the regulations which is not or it is alleged that is not provided for by the regulations, the matter shall be referred to the Management Committee and the Management Committee shall make such a decision thereon as it sees fit and its decision shall be final and binding on all persons affected thereby.

61. Proprietary Information

- (1) All information, whether or not in writing, concerning the business of Cats Queensland Inc, business relationships or financial affairs (collectively, "Proprietary Information") is and shall be the exclusive property of Cats Queensland Inc. By way of illustration, but not limitation, Proprietary Information may include inventions, products, processes, methods, techniques, formulas, compositions, compounds, projects, developments, plans, research data, financial data, personnel data, computer programs, member and supplier lists, and contacts at or knowledge of customers or prospective customers of Cats Queensland Inc.
- (2) Former and current Management Committee members will not disclose any Proprietary Information to any person or entity other than current Management Committee members or use the same for any purposes (other than in the performance of his/her duties as an Committee member of Cats Queensland Inc) without written approval by the Executive Committee (through the Secretary), either during or after his/her Management Committee term with Cats Queensland Inc, unless and until such Proprietary Information has become public knowledge without fault by the Executive.
- (3) Any former or current Committee member may be requested by the Secretary, when approved by the Management Committee to transfer any and all proprietary information back to Cats Queensland Inc (within 7 days).
- (4) Failure to act and/or respond within 10 days may result in disciplinary/ legal action

62. Privacy of Information

- (1) Personal information submitted to Cats Queensland Inc must only be used for the purpose it was collected for and must not be used or disclosed by any member of Cats Queensland Inc, or their agents, for another purpose without consent of the person to whom the information relates to. Failure to adhere to this is considered misconduct.

63. Confidentiality of Information

- (1) Each Committee member and agent of CQI must maintain the confidentiality of confidential information entrusted to him or her by CQI and/or its members, except when disclosure is authorised or required by law or regulations. Confidential information includes all non-public information that, if disclosed, might be useful to competitors or harmful to CQI or its members.
- (2) Committee members who have access to confidential information are not permitted to use or share that information for any other purpose except the conduct of the business of the CQI. All non-public information about the CQI or its members is to be considered confidential. To use non-public information for personal benefit or to advise others who might make decisions on the basis of this information is not permitted and shall be considered misconduct.
- (3) The obligation to preserve confidential information continues even after Committee appointment ends.

Part IX Roles and Responsibilities

64. President (Chairperson)

(1) The President shall preside over Annual General Meeting and other meetings of Cats Queensland Inc and meeting of the Management and Executive, and will steer and support the meetings in the day to day operation of CQI. The President is a member of the Executive Committee, Management Committee and the Complaints Committee.

(2) Responsibilities and Duties

- Preside as Chairperson at meetings convened by CQI, maintaining order and conducting meetings in a proper manner.
- Be familiar with the constitution and rules and regulations of CQI.
- As part of the Complaints Committee, give input by comment on complaints received by CQI as part of the investigation process and subsequent responses to involved parties.
- As may be required, act as the CQI Delegate to CCCA (Coordinated Cat Council of Australia Inc) reporting back to CQI on relevant matters.
- Provide a written President's report to the CQI Annual General Meeting
- Provide a written Presidents report for the CCCA Annual General Meeting.
- Be familiar with the constitution, rules and regulations of CQI.
- Maintain confidentiality on all relevant matters.

65. Vice President

(1) The Vice President shall, where applicable, assume the duties of the President in his or her absence or incapacity, and shall provide support to the President when and where required. The Vice President is a member of the Executive Committee, Management Committee and the Complaints Committee.

(2) Responsibilities and Duties

- Preside as Chairperson at meetings convened by CQI, when the President is unavailable, maintaining order and conducting meetings in a proper manner.
- As part of the Complaints Committee, give input by comment on complaints received by CQI as part of the investigation process and subsequent responses to involved parties.
- Be familiar with the constitution, rules and regulations of CQI.
- Maintain confidentiality on all relevant matters.

66. Treasurer

(1) The Treasurer shall supervise the collection and receipt of all monies due to Cats Queensland Inc and the deposit of same in the name of the Association in such bank or financial institution as may be approved by the Management Committee. He or she shall also supervise the payment of all accounts contracted by the Association, and ensure that an accurate statement of income and expenditure of the Association is maintained. The Treasurer is a member of the Executive Committee, Management Committee and the Complaints Committee.

(2) Responsibilities and Duties

- Shall be responsible for all matters of finance, including payment of accounts and collection of monies due to Council.
- Shall keep all records of finance and preparation of accounts, and act generally under direction of Council.
- Shall present at each meeting a statement of balance of account, and at each annual general meeting a statement of accounts for the previous year from 1st July to 30th June.
- The funds of the Association shall be deposited in the name of the Association and deposited in a Bank or Building Society as directed by the Executive Committee.
- Proper books and accounts shall be kept and maintained on an Excel spreadsheet.
- All money shall be deposited as soon as practicable after receipt thereof.
- All accounts shall be paid by cheque and signed by any two of the President, Secretary, Treasurer or other members authorized from time to time by the Executive Committee.
- All expenditure shall be approved or ratified at a General Committee Meeting.
- As soon as practicable after the end of each financial year, the Treasurer shall prepare a statement

(spreadsheet) containing the particulars of the income and expenditure of the year just ended, and the assets and liabilities of all charges and securities affecting the property of the Association at the close of the year.

- All such statements shall be examined by the auditor. They will then present their report upon the audit to the Secretary, prior to the holding of the annual general meeting.
- Be familiar with the constitution, rules and regulations of CQI.
- Maintain confidentiality on all relevant matters.

67. **Secretary**

(1) The Secretary will support the Executive Committee and Management Committee in the day to day operation of CQI and is a part of the Executive Committee, Management Committee and the Complaints Committee.

(2) **Responsibilities and Duties**

- Convene all general meetings of CQI and any other meetings as required
- Prepare and distribute agendas for CQI monthly meetings to the Committee members along with correspondence and monthly reports.
- Prepare and distribute minutes for any CQI meetings.
- Respond to matters of correspondence as directed by the monthly meeting of CQI
- Keep a record of all correspondence.
- Maintain a current schedule of judging assignments as advised by CQI judges
- Answer general enquiries from members of the public.
- Maintain the property register of all CQI equipment.
- Maintain a register of all complaints and distribute to the Complaints Committee.
- As part of the Complaints Committee, give input by comment on complaints received by CQI as part of the investigation process and subsequent responses to involved parties.
- Update all forms and documents as required.
- To receive membership applications and submit to Management Committee for processing, responding to the applicant as appropriate;
- To maintain a current membership register;
- To provide each Management Committee meeting with a current list of members, and membership applications;
- The common seal of Cats Queensland Inc shall be kept in the custody of the Secretary;
- The Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to Cats Queensland;
- Efficient delivery of communications to all registered breeders, including bulk emails from CQI as required.
- Be familiar with the constitution, rules and regulations of CQI.
- Maintain confidentiality on all relevant matters.

68. **Assistant Secretary (When appointed)**

(1) When appointed, the Assistant Secretary will support the Secretary by taking minutes of CQI General Meetings, Executive Meetings and Annual General Meetings. The Assistant Secretary will act for the Secretary in their absence and is therefore required to be familiar with the Secretary's responsibilities and duties. The Assistant Secretary is part of the Executive Committee, Management Committee and the Complaints Committee. Duties are assigned by Secretary and may include the following:

(2) **Responsibilities and Duties**

- Prepare and distribute minutes for any CQI meetings and return to Secretary for distribution.
- Maintain the property register of all CQI equipment.
- Maintain a register of all complaints and distribute to the Complaints Committee.
- As part of the Complaints Committee, give input by comment on complaints received by CQI as part of the investigation process and subsequent responses to involved parties.
- Update all forms and documents as required.
- To receive membership applications and submit to Management Committee for processing, responding to the applicant as appropriate;
- To maintain a current membership register;

- To provide each Management Committee meeting with a current list of members, and membership applications;
- Be familiar with the constitution, rules and regulations of CQI.
- Maintain confidentiality on all relevant matters.

69. **Independent**

- (1) The Independent Member shall be a member of the Executive Committee, Management Committee and Complaints Committee.
- (2) **Responsibilities and Duties**
 - Represent the interests of the ordinary members at any CQI meeting
 - Be familiar with the constitution, rules and regulations of CQI.
 - Maintain confidentiality on all relevant matters.

70. **Registrar**

- (1) The Registrar shall be a member of the Executive Committee, Management Committee and Complaints Committee.
- (2) **Responsibilities and Duties**
 - Complete registers of all registrations of pedigreed cats, companion cats, matings, litters, transfers and higher status updates.
 - Maintain a register of all prefixes approved
 - Maintain and ensure a register of all breeders is up to date
 - Monthly and annual reports are maintained
 - Paperwork to be processed efficiently and expediently, so as not to disadvantage any individual breeder
 - Accept and process registrations in accordance with the CCCA numbering protocols;
 - Account for all monies received and deposited in the relevant account and provide a detailed report to each meeting of the Management Committee;
 - Provide a detailed report of registrations, transfers and higher status' processed to each meeting of the Management Committee;
 - Maintain the experimental breeding program supplementary register
 - All paperwork to be processed and posted no later than 10 business days from receipt providing all lodged information is complete as required. Where this information is not complete advice must be sent and the 10 days would begin again from receipt of complete information.
 - Post Box to be cleared two to three times a week.
 - Emails to be responded to within 48 hours (excludes weekends)
 - Phone calls to be returned within 48 hours (excludes weekends)
 - Breeders to be advised by bulk email distribution if there are to be expected delays in the processing of paperwork.
 - Monthly Reports to the Treasurer and Secretary to be sent within 7 days of the end of the month.
 - If a registrar is going to be away for any period then they will make alternative arrangements for processing where possible, or, at a minimum, advise members of possible short delays.
 - If the registrar is experiencing technical or professional difficulties or ill health, that they will advise CQI Executive as a matter of urgency in order to gain and accept the support and assistance required.
 - If the Registrar wishes to vacate the position at least 2 months' notice should be provided in order that a new registrar can be appointed and trained to assume the position
 - Be familiar with the constitution, rules and regulations of CQI.
 - Maintain confidentiality on all relevant matters.

71. **Registrar (second, where appointed)**

- (3) The second Registrar (*where appointed*) shall be a member of the Executive Committee, Management Committee and Complaints Committee. The second Registrar will assume responsibilities for their delegated duties per the split of tasks as decided by the Executive Committee, which may include the below:
- (4) **Responsibilities and Duties**

- Complete registers of all registrations of pedigreed cats, companion cats, matings, litters, transfers and higher status updates.
- Maintain a register of all prefixes approved
- Maintain and ensure a register of all breeders is up to date
- Monthly and annual reports are maintained
- Paperwork to be processed efficiently and expediently, so as not to disadvantage any individual breeder
- Accept and process registrations in accordance with the CCCA numbering protocols;
- Account for all monies received and deposited in the relevant account and provide a detailed report to each meeting of the Management Committee;
- Provide a detailed report of registrations, transfers and higher status' processed to each meeting of the Management Committee;
- Maintain the experimental breeding program supplementary register
- All paperwork to be processed and posted no later than 10 business days from receipt providing all lodged information is complete as required. Where this information is not complete advice must be sent and the 10 days would begin again from receipt of complete information.
- Post Box to be cleared two to three times a week.
- Emails to be responded to within 48 hours (excludes weekends)
- Phone calls to be returned within 48 hours (excludes weekends)
- Breeders to be advised by bulk email distribution if there are to be expected delays in the processing of paperwork.
- Monthly Reports to the Treasurer and Secretary to be sent within 7 days of the end of the month.
- If a registrar is going to be away for any period then they will make alternative arrangements for processing where possible, or, at a minimum, advise members of possible short delays.
- If the registrar is experiencing technical or professional difficulties or ill health, that they will advise CQI Executive as a matter of urgency in order to gain and accept the support and assistance required.
- If the Registrar wishes to vacate the position at least 2 months' notice should be provided in order that a new registrar can be appointed and trained to assume the position
- Be familiar with the constitution, rules and regulations of CQI.
- Maintain confidentiality on all relevant matters.

72. Committee Members

(1) The Committee Member/s shall be member/s of the Management Committee and Complaints Committee.

(2) **Responsibilities and Duties**

- Represent the interests of the ordinary members at any CQI meeting
- Be familiar with the constitution, rules and regulations of CQI.
- Maintain confidentiality on all relevant matters.

73. Portfolio Duties

- (1) Additionally, any of the above office bearers may be assigned one or more of the following portfolio's:
- (a) Chief Steward
 - (b) Webmaster
 - (c) Sponsorship Coordinator
 - (d) EOY COTY Coordinator
 - (e) Newsletter "On The Prowl" editor
 - (f) CCCA Delegate
 - (g) CCCA Second Delegate

Part X Grievance Process

74. Grievance Process

- (1) This rule sets out a grievance procedure for dealing with a dispute under the rules between parties as mentioned in section 47 A(1) of the Associations Incorporation Act 1981.
- (2) To remove any doubt, it is declared that the grievance procedure cannot be used by a person whose membership has been terminated if the rules provide for an appeal process against termination.
- (3) A member (the aggrieved party) initiates the grievance procedure in relation to the dispute by giving a notice in writing of the dispute:
 - (a) to the other party; and
 - (b) if the other party is not the management committee, to the management committee.
- (4) If 2 or more members initiate a grievance procedure in relation to the same subject matter, the management committee may deal with the disputes in a single process and the members must choose 1 of the members (also the aggrieved party) to represent the members in the grievance procedure.
- (5) Subject to rule 63, the parties to the dispute must, in good faith, attempt to resolve the dispute.
- (6) If the parties to the dispute cannot resolve the dispute within 14 days after the aggrieved party initiates the grievance procedure, the aggrieved party may, within a further 21 days, ask the association's secretary to refer the dispute to mediation.
- (7) Subject to rule 63, if the aggrieved party asks the association's secretary to refer the dispute to mediation under subrule (6), the management committee must refer the dispute within 14 days after the request.

75. Grievance Procedure not continued in Particular Circumstances

- (1) This rule applies if;
- (2) a member initiates a grievance procedure in relation to a dispute and the association or association's management committee is the other party to the dispute; or
 - (a) the aggrieved party asks the association's secretary to refer the dispute to mediation under rule 62(6).
 - (b) The management committee does not have to act under rule 62(5) or 62(7) if—
- (3) the aggrieved party has, within 21 days before initiating the grievance procedure, behaved in a way that would give the management committee grounds for taking disciplinary action under the rules against the aggrieved party in relation to the matter the subject of the grievance procedure; or
- (4) before the grievance procedure was initiated, a process had started to take action under the rules against the aggrieved party or terminate the aggrieved party's membership, as provided for under the rules, and the dispute relates to that process or to a matter relevant to that process; or
- (5) the dispute could reasonably be considered frivolous, vexatious, misconceived, or lacking in substance or the dispute relates to a matter that has already been subject of the grievance procedure.

76. Appointment of Mediator

- (1) If a dispute under rule 62 is referred to mediation;
 - (a) the parties to the dispute must choose a mediator to conduct the mediation; or
 - (b) if the parties are unable to agree on the appointment of a mediator within 14 days after the dispute is referred to mediation, the mediator must be—
 - (i) for a dispute between a member and another member—a person appointed by the management committee; or
 - (ii) for a dispute between a member and the management committee or the association—an accredited mediator or a mediator appointed by the director of the dispute resolution centre.
- (2) An accredited mediator may refuse to be the mediator, or the director of a dispute resolution centre may refuse to appoint a mediator, to mediate the dispute.
- (3) If subrule (2) applies, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

77. Conduct of Mediation

- (1) If a mediator is appointed under rule 62, the mediator must start the mediation as soon as possible after the appointment and try to finish the mediation within:

- (2) 28 days after the appointment.
- (3) Subrule (1) does not apply if the mediator is the director of a dispute resolution centre.
- (4) The mediator—
 - (a) must give each party to the dispute an opportunity to be heard on the matter the subject of the dispute; and
 - (b) must comply with natural justice; and
 - (c) must not act as an adjudicator or arbitrator; and
 - (d) during the mediation, may see the parties, with or without their representatives, together or separately.
- (5) The parties to the dispute must act reasonably and genuinely in the mediation and help the mediator to start and finish the mediation within the time required under subrule (1)
- (6) The costs of the mediation, if any, are to be shared equally between the parties unless otherwise agreed.
- (7) If the mediator cannot resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

78. Representation for Grievance Process

- (1) A party to a dispute may appoint any person to act on behalf of the party in the grievance procedure.
- (2) If a party appoints a person under subrule (1) to be the party's representative, the party must give written notice of the appointment to each of the following entities—
 - (a) the other party to the dispute;
 - (b) the management committee;
 - (c) if a mediator has been appointed before the party appoints the representative—the mediator.
- (3) A representative who acts for a party at a mediation must—
 - (a) have sufficient knowledge of the matter the subject of the dispute to be able to represent the party effectively; and
 - (b) be authorised to negotiate an agreement for the party.

79. Electronic Communication for Grievance Process

- (1) Any meeting or mediation session required under the grievance procedure may be conducted by electronic means if the parties to the dispute and, for a mediation, the mediator agrees.