

Rules of Trans Pennine Oriental & Siamese Cat Club

Title – The name of the Club shall be Trans Pennine Oriental and Siamese Cat Club,
herein after called the Club.

1) CODE OF CONDUCT

All Members / prospective Members must agree to abide by the Club's Code of Conduct.

a) All Members must strive to support and promote the Club and its Objectives. They must also abide by the Rules set out by the Club and those of the GCCF.

b) All Members should be willing to offer assistance and advice without prejudice and if necessary in confidence to other Members and prospective Members on the showing, breeding and welfare of cats.

c) Assistance should be given to novices when selling for breeding or showing, i.e. information on Clubs, shows, GCCF publications, suitable studs, etc.

d) Members must recognise their responsibility for all cats they have bred as a lifetime commitment and must help to re-home any of their cats in need. This does not mean that breeders have to take back cats as it is recognised that this is not always possible but the breeder must be prepared to help if necessary with the cost of keeping and re-homing the cat / cats.

e) No queen owner / stud owner should knowingly take / accept a queen which is on the non-active register to stud without notification of change to the active register, with the breeder's written consent.

f) All stud owners must supply a minimum 3 generation pedigree and mating certificate when queens come in to stud. Where possible records of the queen's pedigree together with the outcome of the mating should be kept by stud owners. It is the duty of the stud owner to take up with the queen's owner any discrepancies in the registration of the kittens and to notify GCCF of such.

g) No member of the Club shall sell or dispose of any kitten to a pet shop or animal dealer.

2) OBJECTIVES

a) To promote the welfare of all cats.

b) To provide a focal point for all those interested in the keeping, breeding and exhibiting of Oriental and Siamese cats.

c) To promote education and knowledge of cats and related subjects.

- d) To give advice and assistance on all matters relating to Oriental and Siamese cats. To include the provision of a help line (staffed by Members) for their benefit and the benefit of others.
- e) To provide input to the appropriate Breed Advisory Committee(s) on relevant matters, including the Standard of Points.
- f) To give support and hold shows and seminars for Oriental and Siamese cats.
- g) To promote social interaction of the Members.
- h) To combine or associate with other bodies having similar interests.
- i) To make and apply Rules defining and safeguarding the rights and privileges of Members.
- j) To set out and apply a Code of Conduct for all members.
- k) To abide by the Constitution and Rules of GCCF.

3) MEMBERSHIP

- a) Membership shall consist of an unlimited number of Ordinary, Life, Junior (up to age 16) and Honorary Members.
- b) Honorary Membership may be granted by the Club to persons who, in the opinion of the Members, merit this distinction, by way of service to the Club, or the welfare of cats.
- c) Honorary and Junior members shall enjoy all rights and privileges of Membership, and may speak but not vote at meetings and in elections; neither may they serve on the Committee.

4) SUBSCRIPTIONS

- a) The entrance fee and subscription for the various classes of Membership shall be determined from time to time by the Committee, subject to approval at the AGM. Annual subscriptions shall be due on 1st January of each year.
- b) A Member whose subscription remains unpaid on the day of the AGM will be considered a lapsed Member. Lapsed Members may either seek re-election or at the discretion of the Committee may be reinstated upon payment of arrears.
- c) No Member shall be entitled to compete for any prize or trophy offered to the Club Members or to enjoy any of the privileges of Membership until their subscription for the year has been paid

5) ELECTION OF MEMBERS

- a) Each candidate must be proposed and seconded by Members.

b) Members will be elected at the next meeting held (after the receipt of application) by the Officers and Committee present by means of a majority vote.

c) Membership of the Club shall imply acceptance of the Code of Conduct, Objectives and Rules of the Club.

d) The Club has the right to refuse Membership without explanation to the applicant.

e) A person who is convicted of any offence involving cruelty or neglect of animals shall cease to be a Member and shall be so informed in writing by the Hon. Secretary

Any person who is suspended under Rules of GCCF shall cease to be a Member but may re-apply after the period of suspension set by GCCF upon receipt of any necessary fees.

f) A person shall be warned or expelled from membership if, after having been given the opportunity to state their case, in the opinion of the Committee they have acted in contravention of the Club's Code of Conduct, or in breach of its Rules. A Member has the right to appeal at a Special General Meeting. (*Rule 8f.)

6. DUTIES, RIGHTS AND PRIVILEGES OF MEMBERS

All Members have the right:

a) To speak freely without interruption at meetings, so long as his / her words are not slanderous, improper, or offensive, at the discretion of the Chairperson.

b) To propose / second other persons as candidates for the Club.

c) To propose / second other persons as Officers, Delegates or Committee Members of the Club, subject to their being a Fully Paid-up Member for a period of one year.

d) To stand for election for any position within the Club after one year's Membership, having been proposed and seconded in accordance with the Rules.

e) All Members must uphold and abide by the Objectives / Code of Conduct and Rules of the Club.

f) Minutes of all Meetings will be recorded and kept by the Secretary. Members have the right, on written request, to obtain a copy of the minutes held, subject to their covering the expenses for this.

7) OFFICERS AND COMMITTEE

a) The Club may have a President and shall be managed by a total of up to sixteen Members comprising:

i) An Hon. Treasurer

ii) An Hon. Secretary

iii) A Committee of up to 14 Members, (to include a Chairperson and Vice-Chairperson).

The Chairperson and Vice Chairperson will be elected from the Committee by the Committee. The Chairperson and Vice Chairperson shall serve for 2 years. However, they will be eligible to stand for re-election at the end of this period if they so wish.

b) No person who has been suspended by the GCCF may serve as an Officer of the Club for 3 years after the end of such a period of suspension.

c) Nominations for Delegates (GCCF / BAC), Officers and Committee Members must have a Proposer and Seconder and have the consent of the Nominee. All nominations must be submitted in writing to the Hon. Secretary 31 days before the AGM. Elections shall take place by ballot at the AGM.

d) At the AGM all Officers and Committee Members are elected for a period of 3 years, but, if they so desire at the end of this period, they shall be eligible for re-election.

Five Members of the Committee shall retire annually, (initially on a basis of alphabetical rotation) but will be eligible for re-election.

e) The Committee may appoint such Sub-Committees as it thinks necessary and may co-opt Members to such Committees. Any vacancy on the Committee, however caused, may be filled by co-option by a majority vote of the remaining Members of the Committee. Any person so co-opted shall serve until the end of the year during which he / she was co-opted.

f) The Committee shall have the power to decide on all matters for which no Rule is provided.

g) Any Officer or Committee Member who is absent without good reason from 3 consecutive meetings (not including the AGM) shall be deemed to have resigned, and shall be notified accordingly in writing by the Hon. Secretary.

h) Duties of Officers

Hon. Treasurer

The Hon. Treasurer shall:

i) Hold in a bank / building society, in the name of the Club, all monies received by him / her on behalf of the Club.

ii) Submit annually to the Members and GCCF (when applicable) an approved income and expenditure statement, and balance sheet, to be published for all Members

iii) Give an update at all meetings of the Club's financial position.

iv) All cheques drawn on the Club account shall be countersigned by any two of the following: the Treasurer, Hon. Secretary or Chairperson, one of whom shall be the Treasurer when possible.

v) The end of the Financial Year shall be 31st December.

vi) Should the Hon. Treasurer retire prior to the end of the Financial Year it is his / her duty to ensure the accounts of the Club are approved by a suitable independent person prior to transfer to his / her successor.

Hon. Secretary & Asst. Secretary

The Hon .Secretary shall:

i) Conduct all correspondence of the Club and keep a list of names and addresses and telephone numbers of all Members.

ii) Arrange for the publication of notices for meetings.

iii) Notify Committee Members of the date of the next Committee Meeting, 14 days prior to the date of such meeting, notification to include an agenda for the meeting, together with minutes of the previous meeting.

iv) Give written notice to Members of AGM / Special Meetings in accordance with the time scales set down in the Rules.

v) Take minutes of all meetings, and submit them for confirmation at the next succeeding appropriate meeting and, upon approval of those present, pass the minutes to the Chairperson for signature.

Chairperson and Vice Chairperson

A Chairperson shall preside at all meetings and it shall be his / her duty to ensure that such meetings are conducted in a proper and orderly manner in accordance with the Club Rules. The Chairperson shall have no personal vote, but shall exercise a casting vote when necessary.

The Vice Chairperson shall assume all duties of the Chairperson in his / her absence. In the absence of both, a Chairperson shall be appointed from the Committee.

The following positions shall be filled by Committee Members:

Membership Secretary

The Membership Secretary shall:

Be responsible for keeping and updating a list of current and new Members and monthly notifying the Hon. Secretary and Show Support Secretary of any changes.

Supply each newly-elected Member with notice of election and a copy of the Rules and Code of Conduct.

Show Support Secretary

The Show Support Secretary shall:

Liaise with Show Managers and obtain permission from them to award Club Specials.

Be responsible for all Club Show Support and advertisements in catalogues.

Be responsible for keeping records of all Club Cups and Trophies.

Fund Raising Organiser

The Fund Raising Organiser shall:

Be responsible for coordinating fund raising events and reporting at all meetings.

Social and Seminar Organiser

The Social and Seminar Organiser shall:

Be responsible for arranging social events and seminars for Members, liaising where necessary with the Fund Raising Organiser.

Be responsible for reporting at all meetings, and circulating details to Members.

Welfare Office

The Welfare Officer shall:

Be responsible for coordinating all aspects pertaining to welfare.

8) MEETINGS AND ANNUAL GENERAL MEETINGS

a) The Committee shall meet as and when it is deemed necessary. The quorum for meetings shall be 7 Members. No officers need to be present to form a quorum. A quorum for an Annual General Meeting shall be ten.

b) Any proposal for Rule changes must be presented to the AGM or Special General Meeting and voted upon prior to coming into effect (see Alterations to Rules).

c) An AGM of the Club shall be held not later than 31st May each year All Members shall receive not less than 21 days notice in writing from the, Hon. Secretary.

d) The business of an AGM shall be specified on the Agenda. This should include a Financial Report to include an income and expenditure statement and a balance sheet. Items for the agenda must reach the Hon. Secretary not later than 31 days before the AGM and must be proposed and seconded by fully paid-up Members.

e) Items may be put to the meeting under 'Any Other Business" subject to the approval of the Chairperson.

f) A Special General Meeting may be called at any time when the Committee deems it necessary or upon requisition signed by not less than 15 Members of the Club, specifying the exact business for which the meeting is required and which shall be the only business to be considered at such meeting. The Hon Secretary must act upon this request within 30 days of receipt. The Members calling such a meeting shall each deposit £10 to cover the cost of the meeting.

If their proposal is lost the sum shall be forfeited but if the proposal is carried the full amount shall be refunded. Not less than 21 days notice should be given to all Members of any Special General Meeting.

g) Only Fully Paid-up Members of the Club may attend the AGM or Special General Meeting.

h) Voting at all meetings shall be by show of hands but the Chairperson, at his/her discretion, may ask for a paper ballot, and must do so if asked by a minimum of 5 Members.

9) FINANCE

a) The Financial Year of the Club shall run from 1st January to 31st December.

b) A suitable independent person shall be appointed annually at the AGM to examine the books of the Club.

c) All reasonable expenses incurred by the Officers, GCCF Delegates or BAC representatives on behalf of the Club shall, subject to approval by the Committee and the presentation of receipts, be defrayed from Club funds

d) A proportion of income, to be recommended by the Committee and ratified at the AGM, shall be paid into the Welfare Fund, along with any monies donated or earned for those purposes.

10) ALTERATION OF RULES

These Rules may only be altered at an AGM or Special General Meeting. Any proposed alterations to the Rules must be notified in writing to the Hon. Secretary having been proposed and seconded by Fully Paid-up Members, and must then appear on the Agenda for that meeting.

Any such alterations shall require a two-third majority vote from those present.

11) PROPERTY

All Trophies, Cups and Property purchased with Club funds or donated to the Club become the property of the Club.

12) SURRENDER OF BOOKS, RECORDS ETC.

All Officers or Members of the Club who under these Rules or in pursuance of these Rules have the custody of any books, documents, records, property or monies belonging to the Club shall on request of an Officer surrender them to that Officer or an appointed Officer / Member of the Committee.

13) AMALGAMATION OR WINDING-UP OF THE CLUB

a) The Club may be wound up or amalgamated with another Club, Society or Association only by two-thirds majority of those present and eligible to vote. A Special General Meeting must be called and 30 days notice of any proposal to wind up or amalgamate the Club shall be given in writing to all Members.

b) If passed the liabilities of the Club shall be discharged and any balance of funds shall be:

i) transferred and amalgamated with funds of the amalgamating Club Society or Association

ii) donated to cat welfare organisations

c) Trophies shall be returned to their donors where possible; otherwise they shall be distributed to other Clubs for similar breeds

14) MEMEBERSHIP TO THE GCCF

a) The Club shall maintain membership to the Governing Council of the Cat Fancy and the Council shall have disciplinary powers in regard to Members of the Club in accordance with the Constitution of the Council.

b) The Club shall seek representation at GCCF and relevant BAC meetings by way of delegate(s) who shall be elected annually at the AGM.