

THE BURMESE CAT ASSOCIATION – RULES

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1 NAME AND OBJECT

The Club will be called the Burmese Cat Association, and is afterwards referred to in these Rules as the Club. The Club is a non-profit making organisation. Its objects are to encourage interest in Burmese, to safeguard their well-being and long-term health, and to give Club Members advice regarding the breeding and welfare of cats. These objects will be achieved amongst other means by:

- a) Maintaining the integrity of the Burmese breed through selective breeding, including outcrossing to any breed(s) detailed in the Registration Policy but not to any other breed of cat, nor altering the shape, pattern, colours or demeanour of the breed from the approved Standard.
- b) Participating in the GCCF Breed Advisory Scheme to:
 - i. Select prospective judges of Burmese and recommend them to the GCCF for appointment.
 - ii. Publish, review and maintain the breed Standard of Points, Registration Policy and Breeding Policy.
 - iii. Make recommendations to the GCCF on all matters relating to the breed.
- c) Providing opportunities for meetings and the exchange of information and views.
- d) Developing a breeders mentoring scheme
- e) Participating in the running of the cat fancy through the appointment of a Delegate(s) to the GCCF Council.
- f) Organising an annual Club breed show.

2 MEMBERSHIP

The Club will consist of:

- i. Ordinary Members.
 - ii. Honorary Members.
 - iii. Junior Members
- a) Applications for membership are to be in writing. Election is by a majority vote of the Committee. Should membership be refused, no reasons will be given to the applicant.

- b) The Committee may propose as Honorary Members individuals who, in the opinion of the Committee, may be, or have been of exceptional service to The Club. They shall not be eligible to vote at any meeting of The Club and shall not be eligible for election as Committee Members or as Officers of the Club. The appointment will be confirmed at the next AGM.
- c) Junior members shall be under the age of 16.
- d) If, in the opinion of the Committee, the conduct of any member may have been prejudicial to the welfare, breeding or exhibiting of cats, or is likely to prove injurious to the character, reputation, or interest of the Club, the Committee must give the member details of the allegation in writing and give the member at least 28 days to respond either in writing or in person as the member chooses. After giving the member the opportunity of being heard the Committee may determine to:
 - i. take no further action in which case the member must be informed of this
 - ii. issue a warning to the Member.
 - iii. suspend the Member for such period as it thinks fit;
 - iv. expel the Member from the Club.
- e) If the Committee determine that the Member should be suspended or expelled from the Club, the Club Secretary will send to the member full details in writing (including any evidence they hold) of the reason(s) for their suspension or expulsion. Within 28 days of the issue of this notice the member may:
 - i) Accept the decision of the committee. If no written response is received by the Club Secretary within 28 days the member will be deemed to have accepted the decision.
 - ii) Appeal the decision and request the appeal be heard at a General Meeting of the Club. The Member may respond, either orally at the General Meeting, or in writing. If the proposal to expel or suspend the Member is passed by a simple majority of those present and voting, the person whose expulsion or suspension is sought will cease to be a Member immediately.
 - iii) Appeal the decision via the GCCF Appeals Committee in accordance with and accepting the rules of operation of that committee (see GCCF Byelaw 11.6).
N.B. only one of these options may be selected
- f) If a Member has been suspended by the GCCF, his or her membership of The Club will automatically be suspended for the same period. Any such Member wishing to re-join the Club after their suspension ends must apply to the Committee for readmission.
- g) If a member resigns from the Club or has membership withdrawn any rights to or claim upon the Club's property or funds shall be forfeit. In the event of expulsion under these rules or resignation of a Life / Long term member no part of the Life/Long term membership fee shall be returnable.

3 DUTIES OF MEMBERS

- a) Membership of the Club implies acceptance of its rules and objects, and of the Rules & Bye-Laws of the GCCF.
- b) Every Member is expected to promote the objects of the "Club. Any suggestions for furthering these objects the should be sent in writing to the "Club" Secretary, who will include the item(s) on the agenda of the next Committee meeting.
- c) All Officers or Members of the Club who have custody of any books, documents, accounts, property or monies belonging to the Club shall, on request, surrender them to the Committee.

4 SUBSCRIPTIONS

- a) All membership fees will be reviewed annually at the AGM.
- b) Subscriptions are payable on election to the Club and thereafter annually on 1st January. For Members joining after 30th September, this payment shall also cover the annual subscription for the following year.
- c) Members failing to pay their subscriptions by 1st May will be considered lapsed.
- d) No member whose subscription is unpaid is entitled to vote at an AGM or Special General Meeting.
- e) Lapsed Members will be treated as non-members when applying for readmission to the Club.

5 MANAGEMENT

- a) The business of the Club will be managed by a Committee comprising 9 elected Members of the Club (including 4 Officers).

- b) Committee members & Officers must be fully paid-up Members of the Club.
- c) The Officers shall be the Chairman, Secretary, and Treasurer, who will be elected at the AGM each for a period of up to 3 years and will be eligible for re-election.
- d) The committee will be elected for a period of 3 years and 2 members will stand down in rotation, but will be eligible for re-election. The committee will decide on the order of rotation and members will be notified when the papers are sent out for the next AGM.
- e) At the meeting prior to the AGM, the committee will elect a new Vice Chairman annually from amongst the Committee members. The Vice Chairman will stand in for the Chairman in the event of absence. When acting as Chairman in this way, the Vice Chairman shall only have a casting vote. At all other times, the Vice Chairman shall have a normal Committee vote.
- f) In the event of an unforeseen vacancy arising the Committee may co-opt a member, who will have full voting rights. This member will take the place of the previous Committee member in the rotation for election and this co-option must be ratified at the next AGM.
- g) The Committee may co-opt a Member to the Committee if no vacancy exists; in this case, that Member will not have voting rights on the Committee, but may then stand for election at the next AGM, from which time, if they are elected, their term of office will start.
- h) The Committee may appoint such sub-committees or working parties or additional positions as are necessary, members of which need not be Committee Members.
- i) The Committee will have the power to make bye-laws consistent with these Rules, to cover any matter arising in the management of the Club, and to deal with any question not provided for in these Rules.
- j) The Committee may nominate a President for election by the members at an AGM who will remain in office for 3 years and will be eligible for re-election. No duties are imposed upon a President apart from sympathy with the objects of the Club.
- k) The Committee may nominate up to 2 Vice-presidents for election by the Members at an AGM. No duties are imposed upon a Vice-President apart from sympathy with the objects of the Club. They will remain in office for 3 years and will be eligible for re-election.
- l) The President & Vice-President(s) may attend meetings and speak but will have no vote unless they are also fully paid-up members of the Club.

6 ELECTIONS

- a) Nominations proposing and seconding eligible persons for membership of the Committee, and as Officers together with the written consent of the person so nominated, except existing Committee Members who are agreeable to stand for re-election, must reach the Secretary by no later than 6 weeks prior to the advertised date of the AGM.
- b) In the event of more than one nomination being received for any one vacancy, voting is to be by a paper ballot at the AGM. Nominees receiving the highest number of votes will be elected until all vacancies are filled.
- c) A formal notice calling for the resignation of any Officer or Committee Member may be brought to the AGM
 - i) The member(s) making the proposal must write to the Chairman or Secretary of the Club at least 8 weeks before the Annual General Meeting, giving full details why the resignation is being sought, and naming the proposer and seconder for the proposal.
 - ii) At least 6 weeks before the Annual General Meeting, the Chairman or Secretary will write to the Committee member or Officer to inform them why their resignation is being sought. The Committee Member or Officer may respond to those matters either in writing or orally at the Annual General Meeting.
 - iii) The proposal must be placed on the Agenda and all the evidence available circulated to the members. If the motion to resign is passed by a simple majority of members present and voting, the Secretary is to hold a postal/electronic ballot of all members, and if two thirds or more of all Members voting support the motion, the person whose resignation is sought will resign their office immediately. If this resignation is not received within seven days, the person concerned will be suspended from Office/Committee membership with immediate effect. Individuals who

have resigned or been suspended under this sub-paragraph will not be eligible for re-election for a period of 3 years.

7 MEETINGS

a) Committee Meetings

- i. The Committee is to meet not less than 3 times in any Club year, and at such meetings 4 voting Members (including at least 1 Officer) will form a quorum. Meetings may be held via virtual means, if wished, but the Committee must actually meet at least 2 times in each year. The Chairman, or in his/her absence the Vice-Chairman, will be the Presiding Officer.
- ii. The date of the next committee meeting together with the agenda will be sent to each member at least 28 days before the meeting.
- iii. Every Committee Member present at the meeting will have one vote, excluding the Presiding Officer.
- iv. In the event of equal voting, the Presiding Officer will have the casting vote.
- v. Any Member of the Committee who fails, without reasons considered sufficient by the Committee, to participate in at least 3 consecutive committee meetings will cease to be a member of the Committee and will not be eligible for immediate re-election. The Club Secretary will inform them of the Committee decision.
- vi. Draft minutes of Committee Meetings shall be circulated to the Committee within 21 days of the meeting, and approved at the following meeting.

b) General Meetings

- i. The Annual General Meeting of the Club is to be held not later than 1st June each year.
- ii. An announcement advertising this meeting is to be placed with the GCCF, on the Club Web-site and on any other suitable forums at least three months in advance. Members will also be informed by e-mail (or post if no e-mail address available).
- iii. The Presiding Officer is to be the Chairman, or in his/her absence the Vice-Chairman. In the absence of the Chairman & Vice Chairman, a chairman shall be elected by the meeting.
- iv. The agenda for the meeting, together with the Minutes of the last AGM and a duly examined statement of the Accounts for the preceding year ending 31 December, will be sent to each member not later than 28 days before the date of the Meeting.
- v. The quorum for a General Meeting is to be 10 fully paid-up adult Members including Officers and Committee.
- vi. Any Member wishing to have an item placed on the Agenda must inform the Club Secretary not later than 6 weeks prior to the advertised date of the AGM.
- vii. Every Member (excluding Honorary Members) present at a Meeting will have one vote, excluding the Presiding Officer. In the event of equal voting the Presiding Officer will have the casting vote.
- viii. All matters will be decided by a simple majority of the votes cast except for amendments to these rules when a two-thirds majority is required.
- ix. If a quorum of members is not present at an AGM, a postal and/or electronic ballot of all the voting members who were not present at the AGM should be carried out to ratify any decisions made at the AGM. Provided the total responses, when combined with those of the members present at the AGM, constitute a quorum, the decisions made at the AGM may be considered approved/not approved. The majority required to approve any decision will be that specified in the constitution.

c) Special General Meetings

- i. A Special General Meeting (SGM) may be called by the Club committee or on receipt of a written request signed by at least 15 paid up Members of the Club (and accompanied by a cheque for £100), stating precisely the business to be discussed.
- ii. The SGM must be held not more than 3 months after receipt of the request by the members.
- iii. Not less than 28 days' written notice of any SGM is to be sent to each Member by the "Club" Secretary, together with the agenda specifying the business to be discussed. No other business

will be allowed. The quorum for an SGM will be 10 fully paid-up adult Members including Officers and Committee.

- iv. The costs of an SGM will be met as follows:
 - a. If the SGM is called on the written request of members and their proposal(s) are:
 - i. Unproven or defeated, the members calling the SGM will be liable for the costs of the meeting, including paper, postage and the hire of the meeting room used
 - ii. Proven, the costs of the SGM will be met by the Club
 - b. The costs of an SGM called for any other reason will be met by the Club.

8 TROPHIES

Ownership of all donated trophies passes to the Club.

9 AMENDMENT OF RULES

- a) No new Rule is to be made, nor any Rules be amended or rescinded, unless notice of the proposed change has been given on the agenda of an Annual General Meeting or Special General Meeting, and unless the proposed changes have received the assent of at least two-thirds of the Members present and voting at the Meeting.
- b) The Board of the GCCF must be notified of any changes to these rules and they must be approved. The new rules must be submitted in an electronic format and any changes highlighted.

10 FINANCE

- a) All Club funds are to be deposited in an account in the name of the Club.
- b) The financial year of the Club is to end on 31 December each year, to which date the annual accounts of the Club are to be balanced.
- c) The property of the Club is vested in the Committee.
- d) Payments are to be authorised by two signatures of the nominated Officers or Committee members, who may not come from the same household.
- e) The Club accounts are to be examined annually by a suitable independent person appointed at the AGM and eligible for re-appointment. In the case of the appointed person being unable to fulfil their duty, then another person shall be proposed and seconded at the next Committee Meeting.
- f) Once finalised the club accounts must be available to the membership, published either on paper or via e-mail and circulated and/or on the club website.
- g) The accounts will be considered for approval at the next Committee Meeting, and then at the next AGM.

11 MEMBERSHIP OF THE GCCF

- a) The Club is a member of the GCCF.
- b) As an affiliated Club, the Club will nominate and elect its delegate(s) by ballot at the AGM in the same manner as committee members are elected. They will hold office during the immediately succeeding official year of the Governing Council. If the Club is entitled to only one delegate, a substitute delegate will also be elected at the AGM.
- c) A Delegate (or substitute) must be a fully paid-up member of the Club.
- d) The Club and its Members will be bound by the Rules and disciplinary powers of the GCCF.
- e) Officers and members of the Committee will participate in the Burmese Breed Advisory Committee. The number of BAC representatives from the Club will be as laid down by the GCCF, according to the number of clubs participating in the BAC.

12 DISSOLUTION OF THE CLUB

- a) Any proposal to dissolve the Club is to be decided by a ballot of all Members which may be postal and/or electronic. A majority of at least two-thirds of the total Club Membership will be required to dissolve the Club.
- b) In the event that the Club is dissolved, its liabilities are to be discharged and any balance of funds donated to a charity promoting cat welfare chosen by the Committee. Trophies that are the property of the Club will be distributed to other Clubs or sold at the discretion of the Committee.

- c) Should the Club's liabilities be greater than its assets when it is wound up, committee members will be responsible for paying all the outstanding debts.