



Club Affiliation Policy Guide

Canadian Cat Association – July 2018

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Table of Contents

I.	Club Affiliation Fees & Membership	2
	What is a Club?	
	Applying for Club Affiliation	
	Reporting	
	Membership	
II.	Liability Insurance	3
	Group Liability Insurance	
	Personal Liability Insurance	
III.	Annual General Meetings	3
	Hosting Annual General Meeting	
IV.	All Canadian Awards, Regional Meetings & Awards	3
	All Canadian Awards	
	Regional Awards	
	Regional Meetings	
V.	Appendix 1: Sample Club Constitution and By-laws	4
VI.	Appendix 2: Sample Club Constitution and By-laws	9

Club Affiliation Fees & Membership

What is a Club?

Five or more members in good standing of the Canadian Cat Association may make application to form an affiliated club for the promotion of the welfare of cats as established by the By-Laws of the Canadian Cat Association and the conducting of shows under the Rules and Regulations as laid down by the Association.

Applying for Club Affiliation

All applications for affiliation shall be considered by the Board of Directors. All such clubs desiring affiliation are required to submit the following to the Executive Secretary of CCA:

- a) A copy of the Constitution and By-Laws.
- b) Names of Officers and/or Executive
- c) Payment of prescribed fee (to be determined each year at the Annual General Meeting) on affiliation, and the first day of January each year thereafter.

Reporting

The following reports shall be required annually and are to be sent to the CCA Executive Secretary and CCA Registrar:

- a) Names of Officers and/or Executive
- b) The number of subscribing members.

Membership

- a) It is recommended that all members of an affiliated CCA club be members of CCA.
- b) All Executive of CCA affiliated cat clubs MUST be members of CCA.
- c) Each CCA affiliated club will provide yearly, a Liaison Officer with the Board where there is no CCA Director in that club. The name of the Liaison Officer shall be sent to the CCA Registrar in January of each calendar year, or in the case of a newly affiliated club, upon application for affiliation. Liaison Officers must be members of CCA. The CCA Registrar shall forward the names of the Club Liaison Officers to the Director(s) in charge of the Club Liaison Committee and the Executive Secretary.
- d) It is suggested that all CCA affiliated clubs adopt the Code of Ethics approved by the Board of Directors.
- e) The constitution of any CCA club must include an article to cover the dissolution of the CCA club and the disposition of club finances as a donation to any non-profit institution of their choice. The club constitution must be submitted every year along with reporting of the club executive.
- f) Upon the closing of a CCA/AFC club, an original or a photocopy of the following must be sent to the CCA/AFC office: the final bank statement, a receipt showing the donation of the final balance of the bank account and the minutes of the last meeting showing that the business of the CCA/AFC club has been concluded.

Liability Insurance

Group Liability Insurance

Clubs are required to participate in the CCA/AFC third party liability group insurance program. The program will provide clubs with 2 million third party liability. Annual fees are to be remitted with club affiliation fees on the 1st of January. A 2-tier fee system is in place for non-showing and showing clubs.

Personal Liability Insurance

Clubs are required to participate in a CCA/AFC personal liability insurance plan for all Executive, Directors and Committee Chairs. This insurance is to protect volunteers from personal liability arising from their committee work or duties. Annual fees are to be remitted with Club affiliation fees on the first of January.

Annual General Meetings

Hosting Annual General Meeting

Member clubs will apply in writing to the Executive Secretary to host the Annual General Meeting in time for him/her to prepare a list of applicants for the Board of Directors for their consideration. Each applying club should include possible dates and facilities it intends to use

All Canadian Awards, Regional Meetings & Awards

All Canadian Awards

Member clubs will apply in writing to the Executive Secretary to host the All Canadian Awards in time for him/her to prepare a list of applicants for the previous Annual General Meeting; wherein each applying club would make a presentation to the membership for consideration and balloting. Such an application should include all facilities and a date no later than two (2) calendar months following the close of the current show season.

Regional Awards

Clubs will decide on a regional basis the location of their awards event.

Regional Meetings

Each of the five (5) regions of the Association should conduct Regional Meetings, with the times and places to be determined by the clubs in that Region. One representative from each club will be appointed to attend, and one regional Director in the area oversee calling the meeting.

Appendix 1: Sample Club Constitution and By-laws

<Club Name>

Sanctioned under the parent body of Canadian Cat Association (CCA-AFC)

Articles of Constitution

Presented <Date of Institution>

Article I - Name

Section 1

This club shall be known as <Club Name>.

Article II - Purpose

Section 1

It shall be the purpose of this club to:

- a. Promote the welfare of Purebred and Domestic cats.
- b. Hold cat shows and promote interest in and knowledge of purebred cats.
- c. Cultivate a friendly environment and promote the interest of the owners, fanciers and breeders of cats.
- d. Encourage breeding toward the CCA Standard of Perfection and prevent of cruelty and mistreatment of animals which includes declawing of felines.
- e. To promote the showing of cats owned or bred by Region <Region> CCA members.
- f. To bridge the gap between associations for the benefit of the cat fancy.

Article III - Membership

Section 1

Persons interested in this club can apply for membership.

Section 2

The dues of this club shall be

- \$15.00 /year for single regular membership with the applicant a minimum age of 18 years; entitlement to voting privileges, club awards and newsletters.
- Couple/multi household (up to a maximum of 4 persons) \$20 /year; entitlement to voting privileges with a family membership are restricted to persons 18 years of age & over.
- Junior membership dues are \$10.00 /year with said applicant under 18 years of age; entitlement to voting privileges withheld until 18 years of age has been reached.

ALL fees are payable on or before January 1 of each year for the ensuing year.

Section 3

Upon failure to pay dues within three months after the due date, the delinquent member shall be dropped automatically from membership. Notices shall be sent to the delinquent member by the Membership Chair at least two weeks before the grace period expires.

Section 4

It shall be the duty of each member to uphold the purposes of the <club name> by carefully fulfilling the terms of all transactions concerned with cats, such as sales, stud fees and pedigrees, whether such business is carried with other club members or breeders or with the public at large. Upon receipt of written complaint from any injured party, the member will be subject to disciplinary action in accordance with Article IV of these by-laws.

Article IV – Discipline

Section 1

The club executive may cause to be reprimanded, fined, suspended, refuse or expel from membership any person who, after a fair and impartial hearing, shall be found guilty of violating any rules of this club or CCA. Following a majority recommendation from the executive officers, there is to be an affirmative vote by a majority of members present and attending the next regular meeting of the club. The following procedure will be used: (a) the charge; (b) the meeting of the executive; (c) the recommendation to the general meeting; (d) a possible appeal in writing; and (e) possible reinstatement.

Section 2

All charges must be made in writing and a copy of the charges shall be furnished for the accused at least 15 days prior to the date of hearing. No oral or anonymous charges will be considered. The person or persons filing such charges must appear in person at the hearing as must be the accused.

Section 3

An appeal in writing may be made from the ruling, resulting from the procedure outlined in Article IV, Section 1, at the next regular meeting of the club and the majority vote of the members present shall be binding on all parties.

Section 4

In the event that a member is expelled from the club, he/she may, not less than six months after the date of such action and upon evidence of his/her good intentions, make applications for reinstatement of membership.

Article V - Affiliation

Section 1

This club shall be affiliated with the Canadian Cat Association. Not less than four members of the club shall also be member of the Canadian Cat Association. The President, Vice-President, Secretary and Treasurer must be members of the CCA.

Article VI - Location

Section 1

This club is intended primarily to serve the interests of the owners, fanciers and breeders of cats residing in <some geographic area or region #>.

Article VII - Meetings

Section 1

The annual general meeting will be held virtually at a time that is convenient for the majority of the members.

Section 2

Regular meetings shall be held virtually on dates that the President shall designate.

Section 3

Special meetings may be called from time to time if necessary for the transaction of important business by the executive which shall be relayed to all those in attendance at the next regular meeting.

Section 4

Members shall be notified of the time and place of all meetings excluding meetings as stated previously in Section 3.

Section 5

50% + 1 members shall constitute the quorum for the transaction of business.

Article VIII - Officers and Directors 12

Section 1

- a) The officers of this club shall be at least a President, Vice-President, Secretary, Treasurer and director. In theory, one should only hold the same office for no more than two consecutive terms; a "term" being a 1-year commitment; total of two (2) years.
- b) In the case of a vacancy at the end of the 1-year term or any other time, the present position holder shall fill the position if willing or volunteered persons.

Section 2

Officers shall be elected at the annual meeting and shall take office at the next meeting. A proposed slate of officers will be brought in by the nomination committee. Nominations will also be accepted from the floor.

Section 3

The executive shall appoint from time to time such committees as needed; those appointed to be ratified by the members at a regular meeting.

Article IX - Duties of Officers 13

Section 1

The President shall preside at all meetings of the members and shall perform such other duties as are incidental to his/her office. He/she shall be ex officio, and a member of all committees. The President shall present an Agenda at least 5 days before any given meeting.

Section 2

The Vice-President shall perform all the duties of the President in the absence of that officer. The organizing of any possible guest speaker or social events for the club is also required.

Section 3

The secretary shall record the minutes; maintain correspondence; keep an attendance record. The Secretary shall keep a register of members: the full name, address, telephone number and email if available, of every member plus the type of cat(s) they own and if they are a member of CCA with their CCA number. He/she shall furnish a copy of the membership list at least two (2) times a year to all members.

Section 4

The Treasurer shall have custody of all monies and shall deposit monies in the <Club Name> bank account. He/she shall keep an account of all receipts and expenditures and must render a financial report at each regular meeting.

Article X - Property and Monies

Section 1

All properties and monies belonging to the club shall be the property of the membership as a whole and no individual member shall be deemed to have any separate interests therein. All properties must be returned to the club at the end of office or membership."

Section 2

All cheques in payments of authorized bills shall be signed by the Treasurer and countersigned by the President, or the Vice President, in the absence of the President."

Section 3

All minute's books, books of accounts, and records may be examined at any meeting by registered members.

Section 4

No individual member of the club may pledge the credit of the club in amounts in excess of \$50.00 (fifty) without prior thereto having secured the authorization of the executive by way of resolution.'

Section 5

The accounts of the club shall, as soon as practicable after the end of the fiscal year, be examined and their correctness ascertained by one auditor who shall be appointed annually by the club at its annual general meeting.

Article XI - Amendments

Section 1

These By-laws may be amended at the annual meeting by a majority of all those present, by proxy and in good standing. Notice of proposed amendments will be given to all paid members in writing, be it via e-mail, regular mail or fax, and no later than 15 days prior to the next annual meeting.

Section 2

A copy of the By-laws shall be made available to each member and to each new member as soon as the new member has been accepted.

Article XIII - Disbandment

Section 1

This club shall not vote to disband so long as four members in good standing vote to continue.

Section 2

In the event of disbandment of this club, the executives shall meet and after payment of all bills, shall audit the accounts and inventory the club property. Any credit balance of money shall be forwarded to the Secretary-Treasurer of CCA for deposit in a Savings Account in the name of the club. If the club has not been reactivated within five years from the date of disbandment, all monies so deposited, including accrued interest, shall become the property of CCA.

Appendix 2: Sample Club Constitution and By-laws

Canadian Cat Fanciers Club Constitution and By-laws

Article 1 Name

Section 1

The name of this club shall be “Canadian Cat Fanciers Club” and shall be hereafter referred to as C.C.F.C

Article 2 Affiliation

Section 1

C.C.F.C. shall be affiliated with the Canadian Cat Association (CCA) and abide by its Constitution and By-laws

Article 3 Objectives of C.C.F.C.

- The aims and purposes of C.C.F.C. shall be:
- To promote the welfare of all cats.
- To organize cat shows sanctioned by the CCA that enable breeders/owners to evaluate the quality of their cats and to acquaint the general public with cats.
- To promote and encourage the registration of cats with the CCA.
- To produce cat shows, with profits to be donated to CCA

Article 4 Membership

Section 1

All regular members of C.C.F.C. must be members of CCA Board of Directors (BOD).

Section 2

Regular membership shall be granted to any new member of the BOD. Regular membership will be terminated when a member is no longer a member of the BOD.

Section 3

Associate membership shall be available to any CCA member in good standing who wishes to help with C.C.F.C. shows. A letter of interest in joining the club shall be sent to the club President. After his or her application for C.C.F.C. associate membership is received the application will be reviewed by the regular members of the club, a decision to accept or decline will be made, and the applicant will be informed within 14 days of his or her acceptance as a member. Acceptance will be by a 2/3 majority vote of the Executive Committee, voting will be done by e-mail.

Section 4

Each regular member of C.C.F.C. is entitled to only one (1) vote per motion. Voting will be done by conference call, e-mail or face to face.

Article 5 Dues

Section 1

The annual membership fee to C.C.F.C. shall be \$1.00. Membership is payable to the Treasurer immediately after the CCA Annual General Meeting each year.

Section 2

An associate member who has not renewed his membership by thirty days after the AGM, without

extenuating circumstances shall automatically be removed from the membership role.

Article 6 Meetings

Section 1

There will be no regular meetings of C.C.F.C., communication will be accomplished via email, teleconference or face to face meeting. Face to face meetings must be pre- noticed by 14 days or may be held at a scheduled BOD meeting. Any regular member

