



# Administrative Procedures

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Adopted – 16th July 2014

## ADMINISTRATIVE PROCEDURES

### ELECTRONIC MEETINGS OF THE COMMITTEE

The Committee may meet electronically if all members of the Committee agree if a decision is required between face-to-face meetings. An electronic meeting by all Committee members replying by email to the Secretary shall be a valid and effective decision as if a meeting had actually taken place.

Any decision taken by electronic means must be ratified by the Committee and minuted at the next meeting of the Committee.

### ASSOCIATION CHEQUES

The cheque signatories of the association shall be Treasurer, Secretary, President and Vice President. As per the constitution (clause 40.2), all cheques shall be countersigned by any two of these officials. Cheques must not be signed by two of these officials who reside in the same residence.

### MEMBERSHIP

Cats NSW Incorporated may offer membership in the following forms as long as the membership conforms to the requirements of the Constitution:

#### SINGLE MEMBERSHIP

- Single membership shall be one person.
- A reduced rate may be offered to persons currently holding either a Centrelink or a Veteran's Affairs pension card.

#### JOINT MEMBERSHIP

- Joint membership shall consist of a couple who apply in their joint names for joint membership of Cats NSW Inc. They must nominate one postal address for the purpose of receiving correspondence from Cats NSW Inc.
- A reduced rate may be offered to persons currently holding either a Centrelink or a veteran's affairs pension card.
- Joint membership conveys for each person all the rights, privileges and obligations, including voting, provided by the rules of Cats NSW Incorporated.

#### FAMILY MEMBERSHIP

- Family membership shall be a single parent, married or de facto couple with their natural or adopted children all of whom are living at the same address and who apply in their joint names for family membership.
- A reduced rate can be offered if the adults in a family membership currently holding either a Centrelink or a veteran's affairs pension card.
- Family membership conveys for each person all the rights, privileges and obligations, excluding voting, provided by the rules of Cats NSW Incorporated.
- Voting rights shall be held by a maximum of two (2) adult members of the family.

#### JUNIOR MEMBERSHIP

- Junior membership can be offered individually to persons over the age of 12 and under the age of 18 years of age.
- Junior membership does not confer voting rights.

#### NEW MEMBERSHIP OFFER

New membership offers must be accepted within 30 days of the date of new membership offer. All membership fees, and if applicable transfer of breeding prefix or prefixes must be made within 30 days of the date of new membership offer

#### PREFIXES

A person who is 18 years of age and over and resident within NSW or the ACT may apply for a sole breeding prefix. A minor under the age of 18 years of age can be listed on joint prefix with a full member who carries the responsibility for breeding under that prefix.

All Australian breeders are required to register a cattery prefix with a recognised body affiliated with Australian Cat Federation Inc.(ACF), Co-Ordinating Cat Council of Australia Inc.(CCCA) or Australian National Cats Inc.(ANC) in order to be eligible to register progeny from a registered dam and registered sire.

Four (4) names in order of preference are to be submitted on the Application for Registration of Prefix form available from the CATS NSW website and returned to the CATS NSW Inc Secretary with the prescribed fee.

The Committee, at its sole discretion, may decline to forward a prefix application to the ACF Secretary for submission to the central register of prefixes, for approval, if it resembles any other prefix as, in the opinion of the Committee, will tend to be misleading or if for any reason it shall be considered by the Committee to be unsuitable or objectionable, or if such prefix is inactive but has not been removed from the central register of prefixes. The decision of the Committee either solely, or in conjunction with the central registry is final.

Holders of prefixes whose names are changed (either by marriage or by deed poll) must notify the CATS NSW Inc Secretary of such name change. However, the prefix itself cannot be changed.

No breeder may knowingly use the prefix of another breeder either as a prefix or in the common name of a cat.

Holders of a breeding prefix must agree to abide by the CATS NSW Inc Code of Ethics for Registered Breeders.

A registered prefix is not transferrable however, on the death of the holder of the registered prefix, a person who holds the same prefix as a joint prefix or any member of the prefix holder's family may apply for transfer of the prefix to their (sole) name, subject to the annual fee being paid.

Prefixes must be renewed annually and the prescribed fee must be paid by the 30th June in each year. Failure to pay the prescribed fee may preclude the breeder from using the services of CATS NSW Inc

A person who applies for a prefix after 30th April in any year will be considered financial until 30th June the following year.

Every breeder should be aware that if a written complaint is received about her/him, CATS NSW Inc may withdraw it's breeder services pending a resolution of the complaint.

Should a breeder decide to cease breeding, the prefix may be lapsed on written application to the CATS NSW Inc Secretary. Such prefix is not to be used again by another breeder for twenty (20) years.

Persons wishing to transfer an intrastate, interstate or overseas prefix shall apply on the Application for Transfer of Prefix form available from the CATS NSW Inc website. Application for Transfer of Prefix and fee/s shall be submitted to the CATS NSW Inc Secretary within 30 days of the date of the New Membership Offer from CATS NSW Inc

When selling entire pedigree breeding cats, member breeders will not transfer the said cat before the buyer has been granted a breeding prefix.

CATS NSW Inc shall be entitled at their absolute discretion to refuse registration of a prefix without giving a reason.

All applicants for a joint prefix are by law entering into a partnership and if one of the joint prefix owners has a complaint filed against them upheld and it involves the joint prefix, the other joint prefix holder will be held responsible within the joint prefix. In the instance where a minor (under 18 years of age) is named on a joint prefix held with an adult/s, the adult/s accept full responsibility.