

# Motor City Cat Club

## Oshawa, Ontario

### Constitution and By-laws

#### **Article 1**

##### **Name**

##### Section 1

The name of this club shall be “Motor City Cat Club” and shall be hereafter referred to as M.C.C.C.

#### **Article 2**

##### **Affiliation**

##### Section 1

M.C.C.C. shall be affiliated with the Canadian Cat Association and abide by its Constitution and By-laws

#### **Article 3**

##### **Objectives of M.C.C.C.**

The aims and purposes of M.C.C.C shall be:

- To promote the welfare of all cats.
- To encourage members to study the various breeds of and to discuss the general welfare of 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.

#### **Article 4**

##### **Membership**

##### Section 1

All members of M.C.C.C shall be members of CCA.

- a. All members of the CCA in good standing, shall be eligible to make written application to become a member of M.C.C.C. Any applicant shall have two M.C.C.C members in good standing sponsor their application for membership.

##### Section 2

- b. Prospective members will read and understand the CCA Code of Ethics prior to signing their application for membership.

##### Section 3

When a person has expressed an interest in join the club, they will be given a membership package that includes a copy of the constitution and By-laws, and be invited to the next meeting. After his or her application for M.C.C.C membership is received the application will be reviewed and 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 membership. Voting may be done by e-mail.

##### Section 4

Members who miss three consecutive regular meetings without notification of absence will have their membership terminated.

##### Section 5

M.C.C.C will accept junior members between the ages of 12 and 18 who qualify for membership and who are sponsored by a member in good standing. They will have the right to make motions and vote, but they cannot stand for office.

Section 6 Each regular member of M.C.C.C is entitled to only one (1) vote per motion. Voting can be done by proxy, conference calls or e-mail on non-financial matters.

**Article 5** **Dues**

Section 1 The annual membership fee to M.C.C.C shall be \$20.00 or as voted upon by the M.C.C.C Membership and is payable to the Treasurer by December 31 of each year.

Section 2 Junior membership fees will be discounted by a percentage to match the CCA's reduction percentage, and are payable to the Treasurer by Dec 31 of each year.

Section 3 Membership received after September 30 will be for the remainder of the year and for the following year.

Section 4 A member who has not renewed his membership by the first meeting of any year, without extenuating circumstances shall automatically be removed from the membership role.

**Article 6** **Meetings**

Section 1 Regular meetings will be scheduled for the 1<sup>st</sup> Saturday of each month or anytime deemed necessary by the membership. Meetings will not be scheduled for July and August but may be called by the president if necessary.

Section 2 A quorum shall consist of 50% plus 1 of the members, one of which must be either the President or Vice-President.

Section 3 All members shall be notified by mail, e-mail or telephone of the time and place of all meetings.

Section 4 The M.C.C.C fiscal year shall begin January 1<sup>st</sup> and end December 31<sup>st</sup> of each year. The annual meeting of M.C.C.C will be at the first meeting following the summer hiatus of each year.

**Article 7** **Discipline**

Section 1 Any member disciplined under Article 15, Section 1 of the CCA shall forthwith receive a suspension or expulsion from the M.C.C.C. (attach copy of this)

**Article 8** **Dissolution of M.C.C.C**

Section 1 If M.C.C.C membership votes to dissolve M.C.C.C., the finances shall be donated to any non-profit institution of their choice, as voted on by the membership at the final M.C.C.C meeting.

**Article 9** **Procedure for Nominations and Election of Officers**

Section 1 Elections shall be held at the first meeting following the summer hiatus of each year.

Section 2 Voting by proxy shall not be allowed.

- Section 3
- a. All elections shall be conducted by the President and shall be by secret ballot only or as agreed upon by the membership.
  - b. Two (2) members present shall be appointed by the President to scrutinise the elections.

- c. When balloting has been completed, the scrutineers shall collect the ballots, count them and report to the membership the results of the balloting. All ballots will be destroyed immediately after the election results have been verified.
- d. All voting members in good standing of M.C.C.C may run for office. An expression of interest in running for an office must be submitted to the secretary by August 15 of the year.
- e. The President will commence the elections for officers immediately following the Treasurer's report during the first meeting following the summer hiatus.
- f. The President will call for nominations of one (1) office at a time, then close the nominations and the Secretary will distribute ballot forms to all eligible members present. A nominee receiving a majority of the total number of votes cast, stands elected. This procedure shall be followed for each office being elected.
- g. Following completion of all officers being elected, the President shall ask for a motion of acceptance of these new officers, with a member seconding it. Elections shall then be closed.

**Article 10**      **Officers Required for M.C.C.C**

The officers required for M.C.C.C shall be the following:

- President
- Vice-president
- Secretary
- Assistant secretary (optional)
- Treasurer
- Assistant treasurer (optional)
- Three (3) directors

Section 1

The executive of M.C.C.C shall consist of:

- President
- Past-president
- Vice-president
- Treasurer
- Secretary

Section 2

The above officers shall be elected according to Section 2 and 3 of Article 9 of this constitution and by-laws. No officer shall hold two or more offices at the same time.

Section 3

- a. The president of M.C.C.C shall succeed the immediate past president every year.
- b. Offices shall be elected at the end of the designated term of office.
- c. The president cannot hold the position for more than three consecutive years. These three years will consist of a two year term with the option of one additional year if needed.

Section 4

Offices that become vacant during the year shall be filled for the unexpired term by one of the remaining Directors.

**Article 11**      **Duties of Officers of M.C.C.C**

President shall:

- Preside at all M.C.C.C meetings or advise the Vice-president of his/her absence from the meeting

Section 1

- Be responsible for nominations and election procedures set forth in Article 9 section 3 of the constitution and by-laws
- Ensure the meeting is conducted in an orderly fashion.
- Coordinate all activities of the M.C.C.C and delegate specific tasks to members
- Be an ex-officio member of all committees of M.C.C.C.
- Share the co-signing of cheques with the treasurer or other designated member
- Perform such other duties as are incidental to this office

Vice-president shall:

- Section 2
- In the absence of the president, assume the duties of the president
  - Assist the president in the performance of allotted duties.

**NOTE: the president or vice president must preside over all meetings**

Secretary shall:

- Section 3
- Be custodian of all minutes, membership records, correspondence and all other non-financial records of or pertaining to M.C.C.C.
  - Forward a list of M.C.C.C executive, # of subscribing numbers (CCA Constitution & By-Law) and CCA dues to the Executive Secretary of CCA by February of each year.
  - Notify the membership of meetings, dues etc. as specified in the constitution and by-laws.
  - Forward to all members at least once a year, a copy of it's members, their addresses, phone numbers and e-mail addresses if approved by the member
  - Take minutes of all meetings and provide minutes of meetings and agenda to all members 7 days prior to the next meeting.
  - Be the recipient and distributor of all correspondence.
  - Answer any correspondence as directed be the president.

Assistant Secretary shall:

- Section 4
- Work in conjunction with the secretary in the performance of allotted duties.

Treasurer shall:

- Section 5
- Be custodian of all monies and financial records of M.C.C.C.
  - Be responsible for the payment and collection of all bills
  - Share the co-signing of cheques with the president and/or secretary
  - Keep all monies in a Canadian chartered bank, trust company or credit union under the name of M.C.C.C.
  - Provide a written financial statement to all members following a cat show.
  - Prepare an annual financial statement to be signed by an independent auditor.
  - Not issue petty cash over \$100.00
  - Perform the duties of Assistant Treasurer if position vacant

Assistant Treasurer shall:

- Section 6
- Be responsible for the collection of dues and CCA voting rights fees.
  - Furnish the secretary with a list of paid up members by the February meeting.
  - Work in conjunction with the treasurer who will designate allotted duties. In the absence of the treasurer, shall assume all responsibilities of the treasurer except for the signing of cheques or money orders.

Directors shall:

- Section 7
- Be appointed to any office that becomes vacant.

**Article 12**

**Amendments**

Method of making amendments:

Section 1

The constitution and by-laws of M.C.C.C may be amended by a 2/3 majority vote of the active members in good standing, provided that written copy containing the proposed amendments have been mailed or e-mailed to the membership at least 30 days prior to the meeting.

Section 2

Approval of amendments:

The constitution and by-laws shall become effective when approved by a 2/3 majority vote at a regular meeting.

**Article 13**

**Dispute of Constitution and By-laws**

Section 1

Any dispute of the constitution and by-laws of the M.C.C.C shall be resolved through Robert's Rules of Order which the president will hold in his/her possession, and will then be passed on to the next president.

Section 2

Any member may request Robert's Rules of Order to be read by the president.