

**ASSOCIATIONS  
INCORPORATION  
ACT (1981)**

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Schedule 5

**RULES**

of the

**CO-ORDINATING CAT COUNCIL OF  
AUSTRALIA INCORPORATED**

**INCLUSIVE OF 1<sup>ST</sup> July 1998 - AMENDMENTS**

**SCHEDULE: 5**

**RULES OF THE CO-ORDINATING CAT COUNCIL OF AUSTRALIA  
INCORPORATED**

**1. Name**

The name of the incorporated association is the **CO-ORDINATING CAT COUNCIL OF AUSTRALIA INCORPORATED** (in these Rules called "the Association").

**2. Definitions**

(1) In these Rules, unless the contrary intention appears-

**"Act"** means the **Associations Incorporation Act 1981**;

**"committee"** means the committee of management of the Association (also called the Executive);

**"financial year"** means the year ending on 30 June;

**"general meeting"** means a general meeting of Member Associations convened in accordance with rule 12.

**"member"** means a Member Association of the Association;

**"associate member"** means an association that has been admitted to associate membership of the Association pending attaining full membership status as per rule 4(7-10);

**"Regulations"** means Regulations under the Act;

**"Operating Procedures"** means procedures made by the Association in accordance with the Purposes and Powers of the Association and with these Rules and from time to time in force;

**"relevant documents"** has the same meaning as in the Act.

(2) In these Rules, a reference to the Secretary of an Association is a reference—

(a) if a person holds office under these Rules as Secretary of the Association--to that person; and

(b) in any other case, to the public officer of the Association.

(3) The principal Purposes and Powers of the Association are as set out in Schedule "A".

### **3. *Alteration of the Rules and Statement of Purposes and Powers of the Association***

- (1) The Rules and Statement of Purposes and Powers of the Association may only be amended by a Special Resolution passed at a General Meeting of the Association which is subsequently ratified by all of the Member Associations at the next general meeting.
- (2) If the Special Resolution is passed without amendment, it comes into effect, subject to the approval of the Registrar of Incorporated Associations, six months after the day on which it was passed.
- (3) If the Special Resolution is passed with amendments, it must be resubmitted for ratification to the next General Meeting and if it is ratified by a 75 percent majority, the amended resolution comes into operation, subject to the approval of the Registrar of Incorporated Associations, six months after the day on which the ratification took place.

### **4. *Membership, entry fees and subscription***

- (1) Membership is open to all cat controlling bodies within the Commonwealth of Australia that satisfy the criteria as determined by the Association (as outlined in these Rules and the Operating Procedures of the Association).
- (2) A Member Association that applies and is approved for membership as provided in these Rules and Operating Procedures is eligible to be a member of the Association on payment of the annual subscription payable under these Rules.
- (3) A Member Association that is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless-
  - (a) it applies for membership in accordance with sub-rule (4); and
  - (b) the admission as a member is approved by the Association.
- (4) An application of a Member Association for membership of the Association must-
  - (a) be made in writing in the form set out in Appendix 1;
  - (b) be signed by the President and Secretary of the Applicant Association; and
  - (c) be lodged with the Secretary of the Association.
- (5) As soon as practicable after the receipt of an application, the Secretary must refer the application to the next meeting of the Association with a recommendation from the committee.
- (6) The Association must determine whether to approve or reject the application.
- (7) If the Association approves an application for membership by a 75 percent majority vote of members of the Association present or voting by proxy, the applicant becomes an associate member for a period of 12 months and the Secretary must, as soon as practicable-
  - (a) notify the applicant in writing of their approval for associate membership; and

- (b) request payment within 28 days after receipt of the notification of the sum payable under these Rules as the first year's annual subscription.
- (8) The Secretary must, within 28 days after receipt of the amounts referred to in sub-rule (7 (b)), enter the applicant's name in the register of members as an associate member, indicating the date on which the applicant becomes eligible for full membership.
- (9) An associate member shall not be entitled to vote at any meeting of the Association.
- (10) An associate member is eligible for full membership of the Association after 12 months associate membership and must be endorsed for full membership by a 75 percent majority of members at a General Meeting, whereupon the associate member is transferred to full membership in the register of members and is then entitled to exercise the full rights of membership.
- (11) If the Association rejects an application, the Secretary must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (12) A right, privilege, or obligation of a Member Association by reason of membership of the Association-
- (a) is not capable of being transferred or transmitted to another Member Association; and
  - (b) terminates upon the cessation of membership whether by resignation, expulsion or dissolution or winding up of the said Member Association or otherwise.
- (13) The annual subscription is the relevant amount determined at the annual general meeting each year and is payable in advance on or before 30 June in each year.
- (14) There is no entrance fee unless otherwise determined by the Association.

## **5. *Register of members***

- (1) The Secretary must keep and maintain a register of members and associate members of the Association containing-
- (a) the name and address of each member and associate member;
  - (b) the date on which each member's name was entered in the register;
  - (c) the date on which each associate member's name was entered in the register and the date on which the associate member becomes eligible for full membership of the Association; and
  - (d) the date on which a member ceases to be a member.
- (2) The register is available for inspection free of charge by any member or associate member upon request.
- (3) A member or associate member may make a copy of entries in the register.

## **6. *Resigning membership***

- (1) A Member Association wishing to resign from the Association must, as soon as possible after the decision has been made:
  - (a) give 28 days notice in writing and signed by all members of the committee, to the Association of their intention to resign; and
  - (b) provide the Association with evidence that the decision is supported by the members of the Member Association, i.e. minutes of a general meeting where a resolution to resign from the Association was passed.
- (2) The Secretary of the Association, on receipt of the intention of a Member Association to resign as per Sub-clause (1) above:
  - (a) must advise the resigning Member Association in writing that their notice of resignation has been received and the date on which their resignation takes effect; and
  - (b) must within 28 days, advise all other Member Associations of the Association of the Member Associations' resignation, providing them with the documentation provided as per Sub-clause 1 above.
- (3) The resignation of the Member Association takes effect 28 days from the date of the Secretary's letter to the resigning Member Association.
- (4) Resignation of membership does not absolve the resigning Member Association from liability to pay any subscription payable at the time of the first meeting referred to in this Rule, and any other amount due to the Association at the date of resignation.
- (5) The Secretary must record in the register of members the date on which the Member Association ceased to be a member of the Association.

## **7. *Discipline, suspension and expulsion of members***

- (1) Subject to these Rules, if the Association is of the opinion that a Member Association has refused or neglected to comply with these Rules and Operating Procedures, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the Association may by resolution passed by a 75 percent majority of those present and voting by proxy--
  - (a) fine that member an amount not exceeding \$500; or
  - (b) suspend that member from membership of the Association for a specified period; or
  - (c) expel that member from the Association.
- (2) A resolution of the Association under sub-rule (1) does not take effect unless at a Special General Meeting held in accordance with sub-rule (3), the Association confirms the resolution passed by 75 percent majority of those present and voting by proxy.

- (3) A Special General Meeting of the Association to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 28 days, and not later than 6 months, after notice has been given to the Member Association in accordance with sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the Member Association a written notice-
  - (a) setting out the resolution of the Association and the grounds on which it is based; and
  - (b) stating that the Member Association, or his or her representative, may address the Association to explain its conduct at a meeting to be held not earlier than 28 days and not later than 6 months after the notice has been given to that Member Association; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the Member Association that it may do one or both of the following-
    - (i) attend that meeting;
    - (ii) give to the Association before the date of that meeting a written statement seeking the revocation of the resolution and outlining the reasons why the revocation should be granted;
  - (e) informing the Member Association that, if at that Special General Meeting, the Association confirms the resolution, the resolution will take effect immediately.
- (5) At the Special General Meeting of the Association to confirm or revoke a resolution passed under sub-rule (1), the Association must-
  - (a) give the Member Association an opportunity to be heard; and
  - (b) give due consideration to any written statement submitted by the Member Association; and
  - (c) determine by resolution passed by a 75 percent majority of those present and voting by proxy whether to confirm or to revoke the resolution.

## **8. *Disputes and mediation***

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between:
  - (a) a Member Association and another Member Association; or
  - (b) a Member Association and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 28 days after the dispute comes to the attention of all of the parties.

- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 21 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be-
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement-
    - (i) in the case of a dispute between a Member Association and another Member Association, a person appointed by the committee of the Association; or
    - (ii) in the case of a dispute between a Member Association and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must--
  - (a) give the parties to the mediation process every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **9. *Annual General Meetings***

- (1) The committee may determine the date, time and place of the Annual General Meeting of the Association.
- (2) The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting.
- (3) The ordinary business of the Annual General Meeting shall be-
  - (a) to confirm the minutes of the previous Annual General Meeting and of any general meeting held since that meeting; and

- (b) to receive from the Treasurer reports upon the transactions of the Association during the last preceding financial year; and
  - (c) to elect the officers of the Association to form the committee/Executive; and
  - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- (4) The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.
  - (5) In addition to the Annual General Meeting, at least two other General Meetings of the Association will be held in each year.

#### **10. *Special General Meetings***

- (1) The committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- (2) If, but for this sub-rule, more than 15 months would elapse between Annual General Meetings, the committee must convene a Special General Meeting before the expiration of that period.
- (3) The committee must convene a Special General Meeting of the Association,
  - (a) on the request in writing of Member Associations representing not less than 2 Member Associations or 10 per cent of the total number of Member Associations, whichever is the greater number; and
  - (b) to alter the name, the Statement of Purposes and Powers or the Rules of the Association
- (4) The request for a Special General Meeting must--
  - (a) state the purposes of the meeting; and
  - (b) be signed by the members requesting the meeting; and
  - (c) be sent to the address of the Secretary.
- (5) If the committee does not cause a Special General Meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the Member Associations making the request, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- (8) If a Special General Meeting is convened by Member Associations in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the Special General Meeting must be refunded by the Association to the persons incurring the expenses.



## **11. *Special business and Special Resolutions***

- (1) All business that is conducted at a Special General Meeting and all business that is conducted at the Annual General Meeting, except for business conducted under the rules as ordinary business of the Annual General Meeting, is deemed to be Special Business.
- (2) At least 6 weeks notice must be given in writing of any Special Resolutions to be considered at a General Meeting, and in particular to resolutions relating to Rules 3, 4 and 7.
- (3) A Special Resolution must be passed by a 75 percent majority vote of members of the Association present or voting by proxy.

## **12. *Notice of General Meetings***

- (1) The Secretary of the Association, at least 5 weeks, or if a Special Resolution has been proposed at least 6 weeks, before the date fixed for holding a General Meeting of the Association, must cause to be sent to each Member Association of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the General Meeting.
- (2) Notice may be sent--
  - (a) by prepaid post to the address appearing in the register of members; or
  - (b) if the member requests, by facsimile transmission or electronic transmission.
- (3) No business other than that set out in the notice convening the General Meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting must notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next General Meeting.

## **13. *Quorum at General Meetings***

- (1) No item of business may be conducted at a General Meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Each Member Association shall be entitled to send two delegates to a General Meeting of the Association and must notify the Secretary 28 days before the meeting of the names of its delegates.
- (3) Representatives, present in person, of at least five Member Associations (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (4) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present-

- (i) in the case of a meeting convened upon the request of members--the meeting must be dissolved; and
  - (ii) in any other case--the meeting shall stand adjourned to the same day in the next week at the same time and at the same place, unless another date and place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned.
- (5) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the representatives of the Member Associations personally present (being not less than 3) shall be a quorum.

**14. *Presiding at general meetings***

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the Member Associations present must select one of their number to preside as Chairperson.

**15. *Adjournment of meetings***

- (1) The person presiding may, with the consent of a simple majority of Member Associations present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

**16. *Voting at general meetings***

- (1) Upon any question arising at a general meeting of the Association, a Member Association has one vote only.
- (2) All votes must be given personally or by sealed written, directed proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a casting vote. A tied vote is deemed to maintain the existing position in relation to the matter under discussion and the Chairperson is expected to vote accordingly.
- (4) A Member Association is not entitled to vote at any General Meeting unless all moneys due and payable by the member to the Association have been paid.
- (5) An associate member is not entitled to vote until they have attained full membership status in accordance with these Rules.

## **17. *Poll at General Meetings***

- (1) If at a meeting a poll on any question is demanded by not less than 3 Member Associations, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

## **18. *Manner of determining whether resolution carried***

- (1) If a question arising at a general meeting of the Association is determined on a show of hands:
  - (a) a declaration by the Chairperson that a resolution has been:
    - (i) carried; or
    - (ii) carried unanimously; or
    - (iii) carried by a particular majority; or
    - (iv) lost; and
  - (b) an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- (2) All decisions, apart from those made under sub-rule (3) below, are made by simple majority of votes cast by Member Associations either present or by voting by proxy.
- (3) All Special Resolutions, particularly decisions under Rules 3, 4 and 7, and when additions or changes are proposed to recognised breeds, standards, colours or breeding restrictions, require a 75 percent majority decision of Member Associations either present or voting by proxy.

## **19. *Proxies***

- (1) Each Member Association is entitled to appoint a representative of another Member Association as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be in the form set out in Appendix 2.

## **20. *Operating Procedures of the Association***

- (1) The Association may make from time to time Operating Procedures for the better management of the affairs of the Association, which are not inconsistent with the

Purposes and Powers of the Association, with these Rules, and with the Act and the regulations to the Act.

- (2) Resolutions of the Association become Operating Procedures after being passed unanimously at a General Meeting of the Association, or if passed by simple majority, after subsequently being ratified at the next General Meeting of the Association. This sub-clause does not apply to decisions made under Rules 3, 4, 7 and 18(3).
- (3) The Secretary shall maintain a register of Operating Procedures passed and ratified by the Association and the date on which they were passed or ratified.
- (4) Operating Procedures of the Association may be removed through the same process outlined in sub-clause (2) above.

**21. *Committee of Management (also known as the Executive)***

- (1) The affairs of the Association shall be managed by the committee of management.
- (2) The committee shall comprise the officers of the Association and--
  - (a) shall control and manage the business and affairs of the Association; and
  - (b) may, subject to these Rules and the Statement of Purposes and Powers; the Act and the Regulations to the Act; and the Operating Procedures of the Association exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
  - (c) subject to these Rules, and the Statement of Purposes and Powers; the Act and the Regulations to the Act; and the Operating Procedures of the Association has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.
- (3) Subject to section 23 of the Act, the committee shall consist of the officers of the Association; each of whom shall be elected at the Annual General Meeting of the Association in each year.

**22. *Officers of the Association***

- (1) The officers of the Association shall be--
  - (a) a President;
  - (b) a Vice-President;
  - (c) a Treasurer;
  - (d) a Secretary; and
  - (e) an International Liaison Officer.

### **23. *Election of Officers of the Association***

- (1) Nominations of candidates for election as officers of the Association, who may or may not be members of a Member Association of the Association, must be --
  - (a) President may not be an officer of a member association
  - (b) made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (c) delivered to the Secretary of the Association not less than 28 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office prior to the Annual General Meeting.
- (3) With the exception of the chairperson, no more than 2 officers can be from the one (1) member association.
- (4) If no nominations are received to fill any of the positions on the committee, further nominations may be received at the annual general meeting.
- (5) If only one nomination is received for any particular position on the committee, the person nominated shall be deemed to be elected.
- (6) If more than one nomination is received for any particular position on the committee, a ballot must be held.
- (7) The ballot for the election of officers of the committee must be conducted at the Annual General Meeting in such manner as the committee may direct.
- (8) The members of the committee take office at the conclusion of the Annual General Meeting and hold office for a period expiring at the conclusion of the Annual General Meeting in the following year.
- (9) In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint a member from one of the Member Associations to the vacant office and the member appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of the appointment.

### **24. *Vacancies***

The office of an officer of the Association becomes vacant if the officer --

- (a) dies;
- (b) ceases to be a member of the Association; or
- (c) becomes an insolvent under administration within the meaning of the Corporations Law;
- (d) resigns from office by notice in writing given to the Secretary; or

- (e) becomes of unsound mind or a person whose person or estate becomes liable to be dealt with in any way under the law relating to mental health.

**25. *Meetings of the committee***

- (1) The committee will meet at such place and such times as the committee may determine. Meetings of the committee may take place in person or by teleconference, video conference or other electronic means.
- (2) Meetings of the committee may be convened by the President or by any 3 members of the committee.

**26. *Notice of committee meetings***

- (1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.

**27. *Quorum for committee meetings***

- (1) Any 3 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and the same time and day in the following week or such other time and date determined by the Secretary.
- (4) The committee may act notwithstanding any vacancy on the committee.

**28. *Presiding at committee meetings***

At meetings of the committee-

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

**29. *Voting at committee meetings***

- (1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

### **30. *Removal of committee member***

- (1) The Association in general meeting may, by Special Resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed Special Resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

### **31. *Minutes of meetings***

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

### **32. *Funds***

- (1) The assets and income of the Association shall be applied exclusively to the promotion of its purposes and no portion shall be paid or distributed directly or indirectly to the members of the Association except as bona fide remuneration for services rendered or expenses incurred on behalf of the Association.
- (2) The Treasurer of the Association must-
  - (a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and
  - (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
- (4) The funds of the Association shall be derived from national shows, grants, fees, annual subscriptions from Member Associations, interest, donations and such other sources as the Association determines.
- (5) A member of the executive, a delegate of a Member Association or a member of any sub-committee of the Association who has any direct or indirect interest in any present or anticipated contract, agreement or financial arrangement with the Association, must declare that interest at the first meeting of the executive, the Association or the sub-committee (as the case may be) after becoming aware of the interest in the contract, agreement or financial arrangement and must not vote in respect of the matter. If that person does vote in those circumstances, that vote must not be counted.

### **33. Seal**

- (1) The common seal of the Association must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the Association or the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Association.

### **34. Public Officer**

The Public Officer of the Association is appointed by the members from persons who have been nominated in writing to the Secretary.

### **35. Notice to members**

Except for the requirement in rule 12, any notice that is required to be given to a member, on behalf of the Association, under these Rules may be given by-

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

### **36. Winding up**

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

### **37. Custody and inspection of books and records**

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.



## ANNEXURE "A"

### *Purposes and Powers of the Association*

1. The principal purposes of the Association are:-
  - (a) To promote the health and welfare of cats through the establishment and support of the Feline Health Research Fund.
  - (b) To take co-operative action on matters of common interest and beneficial for the promotion of cat affairs.
  - (c) To prepare and recommend standard policies for the conduct of any kind of cat show or exhibition, the appointment of judges, the registration of cats and any matters incidental to any of the foregoing.
  - (d) To prepare standard policies for the recognition of judges, disqualifications, registration and matters of a like nature.
  - (e) To deal with any matter in connection with overseas cat controlling bodies.
  - (f) To compile a register of recognised Co-ordinating Cat Council of Australia National judges.
  - (g) To prepare and recommend standard policies across all affiliates in relation to the showing, exhibiting and breeding of cats and any other matters connected with or incidental to the health and welfare of cats.
  - (h) To actively seek co-operation and agreement with the Australian Cat Federation on all cat affairs of mutual benefit and concern.
2. Solely for the purposes of furthering the objects set out, the Association shall have the power:-
  - (a) To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association, provided the Association shall not subscribe to or support with its funds any Association, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of the rules.
  - (b) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the purposes and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with such arrangements, rights, privileges and concessions.
  - (c) To appoint, employ, remove or suspend any such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association.

- (d) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.
- (e) To take, and otherwise acquire, and hold, shares, debentures or other securities of any company or body corporate.
- (f) To lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- (g) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure monies, and further advances borrowed or to be borrowed, alone or with others as aforesaid by notes, secured or unsecured, debenture or debenture stock, perpetual or otherwise, or by mortgage, charge, lien or other security, upon the whole or any part of the Association's assets, present or future, and to purchase, redeem or pay-off any such securities.
- (h) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (i) To take any gifts of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in paragraph (a).
- (j) To take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise.
- (k) To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- (l) To amalgamate with any one or more incorporated clubs or associations having objects altogether or in part similar to those of the Association, and which shall have a prohibition on the distribution of its or their income and property amongst its or their members to an extent at least as great as that imposed upon the Association under or by virtue of the rules.
- (m) To purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated clubs or associations with which the Association is authorised to amalgamate.
- (n) To transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated clubs or associations with which the Association is authorised to amalgamate.
- (o) To make donations for charitable or community purposes.
- (p) To do all such things as are incidental or conducive to the attainment of the purposes and the exercise of the powers of the Association.

**APPENDIX 1**

**APPLICATION FOR MEMBERSHIP OF  
CO-ORDINATING CAT COUNCIL OF AUSTRALIA INCORPORATED**

The..... of .....  
(Name of Applicant Association) (Address)  
desire to become a member of the Co-ordinating Cat Council of Australia Incorporated.

In the event of our admission as a member, we agree to be bound by the rules of the Association for the time being in force.

.....  
(Signature of Applicant Association President) (Signature of Applicant Association Secretary)

Date: ..... Date: .....

I, ....., representing the  
.....  
(name) (Name of CCCA Member Association)  
being a member of the Co-ordinating Cat Council of Australia Inc, nominate the Applicant Association that is personally known to me, for membership of the Association.

.....  
Signature of Proposer  
Date

I, ....., representing the  
.....  
(name) (Name of CCCA Member Association)  
being a member of the Co-ordinating Cat Council of Australia Inc, nominate the Applicant Association that is personally known to me, for membership of the Association.

.....  
Signature of Seconder  
Date

**APPENDIX 2**

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF  
THE CO-ORDINATING CAT COUNCIL OF AUSTRALIA INCORPORATED**

We, .....  
*(Name of Member Association President) (Name of Member Association Secretary)*

being office-bearers of .....  
*(Name of Member Association)*

of .....  
*(Address of Member Association)*

appoint .....  
*(Name of proxy holder)*

of .....  
.....

*(Address and Member Association of proxy holder)*

as my proxy to vote for me on our behalf at the General Meeting of the Association to be held  
on- ..... and at any adjournment of that meeting.  
*(Date of Meeting)*

We authorise our proxy to vote in favour of/ against \* the following resolution (insert details of resolution).

.....  
(Signature of Member Association President) (Signature of Member Association Secretary)

Date: ..... Date: .....

### APPENDIX 3

#### SCHEDULE OF FEES

<b>Fee</b>	<b>Amount</b>
Annual subscription fee (associate member)	As determined at Annual general Meeting
Annual subscription fee (full member)	As determined at Annual general Meeting

## NOTES

### "SCHEDULE 1

#### PREPARATION OF FINANCIAL STATEMENTS BY PRESCRIBED ASSOCIATIONS--AUSTRALIAN ACCOUNTING STANDARDS

Australian Accounting Standard Number	Name of Australian Accounting Standard	Issued
AASB 1018 (replaces AAS 1)	Statement of Financial Performance	June 2002
AAS 4	Depreciation	August 1997
AAS 5	Materiality	September 1995
AAS 6	Accounting Policies	March 1999
AAS 8	Events Occurring After Reporting Date	October 1997
AAS 15	Revenue	June 1998
AAS 17	Leases	October 1998
AAS 28	Statement of Cash Flows	October 1997
AAS 36	Statement of Financial Position	October 1999
AASB 1041 (replaces AAS 38)	Revaluation of Non-Current Assets	July 2001