

## **Chapter 8 - Clubs**

Where the context so requires, the singular includes the plural and the masculine includes the feminine.

### **1. General**

1.1 Chats Canada Cats may officially recognize any club applying for affiliation provided it is formed and operating for the purpose of promoting breeds of purebred cats, new breeds as well as experimental breeds officially recognized by Chats Canada Cats.

1.2 When a club has been accepted for affiliation by Chats Canada Cats, said affiliation will remain in effect until the club is disbanded or the affiliation has been suspended or terminated by CCC or affiliation has lapsed due to non-payment of annual renewal fees within the period described in these policies and procedures.

1.3 Chats Canada Cats encourages all clubs to be actively engaged in promoting ethical and responsible breeding and to protect cats in general in their environment. A club's efforts can take many forms, all of which can be beneficial to the community at large. CCC requires that a club applying for affiliation undertake social, educational and/or community involvement. With each annual renewal, an officially affiliated club will state what social, educational or community involvements have been undertaken in the previous year by the club or its members.

1.4 The Board of Directors of a club shall be comprised of the Officers of the club (President, Vice-President, Secretary, Treasurer or Secretary-Treasurer) plus Directors as required in these policies.

1.5 The Officers (President, Vice President, Secretary and Treasurer or Secretary-Treasurer) and Directors of all affiliated clubs must be residents of Canada and must be Chats Canada Cats members in good standing.

The names and offices held by these members must be reported to Chats Canada Cats annually upon renewal of club affiliation together with a copy of any changes to the current constitution or by-laws of the club (section 7).

1.6 A list of all Chats Canada Cats affiliated clubs complete with the contact information will be published every year.

1.7 An affiliated club shall suspend from its Board of Directors, any person deprived, suspended, debarred, or whose membership has been terminated by Chats Canada Cats' Ethics and Discipline Committee.

1.8 A club seeking official affiliation will be refused affiliation when it has a member of its Board of Directors who is deprived, suspended, debarred, expelled, or whose membership has been terminated by Chats Canada Cats' Ethics and Discipline Committee or if any similar action has been taken by any other recognized registering body.

A club having already established affiliation will be withheld from holding any approved or sanctioned event held under Chats Canada Cats rules.

1.9 Clubs affiliated with Chats Canada Cats shall be non-profit clubs. No part of any profit shall be used to the benefit of any member or individual.

1.10 Chats Canada Cats has the right to refuse any application for club affiliation and may cancel or suspend a club having already established affiliation. A club whose application for affiliation has been rejected will receive a written reason for the rejection. Upon receipt of written notification from Head Office, a club may be represented or may submit a written protest to the Club Affairs Committee which will in turn send its recommendations to the Board of Directors.

1.11 Any Chats Canada Cats affiliated club that has not held a sanctioned or approved event for a period of two (2) years, will automatically have its status revoked.

1.12 The approval for a club to hold Chats Canada Cats events (expos, contests, training, etc.) is a privilege granted by CCC. Such privilege may therefore be suspended or terminated for just cause.

1.13 A club intending to dissolve must send a written statement to Chats Canada Cats within fifteen (15) days of the club's board meeting.

## 2. Types of Clubs

2.1 The following types of clubs are eligible to apply for affiliation to hold approved and sanctioned Chats Canada Cats events: All Breed Clubs and Specialty Clubs.

- a) All Breed Club – A club which serves the interests of all Chats Canada Cats recognized breeds.
- b) Specialty Club – A club devoted to serving the interests of a particular breed or breeds. This may be a National Club or a division of a National Club. Regional Clubs are not recognized.
  - i) A Specialty Club is a national club working with one or more compatible breeds or parent breeds. The activity for which the club would receive Chats Canada Cats approval would be limited to the breeds and/or activities which are spelled out in the constitution and in the name of the club.
  - ii) For a Specialty Club to obtain and maintain affiliation with Chats Canada Cats, at least 60% of club members must be cat breeders of a particular breed or breeds spelled out in the official name of the club. Clubs may be asked at any time to send documentation proving that this condition has been fulfilled.

## 2.2 National Clubs

- i) A club whose name includes the word ‘National’, or ‘Canadian’ or ‘of Canada’, may apply for affiliation, and if it is granted, the club will enjoy no more privileges than those of any other clubs.
- ii) A National Club must provide services in both official languages.
- iii) A National Club must print a flyer on its breed (in both official languages) and make it available to all interested parties.
- iv) Affiliation of any National Club applying as a non-event club will be rejected.
- v) Club members must be comprised of people involved with the breed or breed(s) across the country.

- vi) For National Club status, the club shall have a Board of Directors consisting of the officers of the club (President, Vice-President, Secretary, Treasurer or Secretary-Treasurer) and a minimum of four (4) directors.
- vii) Provided there are always members of the Board of Directors (officers or directors) residing in at least three (3) of the eight (8) regions of Canada, the officers of the club may also be elected by members residing in the region in which the officers reside or at a national level.
- viii) The club may hold only one national event per year. If an annual National Specialty event is held, it may not be held in the same region two (2) years in a row, unless no other region makes a request for that event.
- ix) The club must produce and send a news bulletin to all club members at least twice (2) a year. A copy of the news bulletin must also be forwarded to CCC's Head Office.
- x) The club shall conduct nomination, elections and balloting by mail and must allow three weeks (21 days) for the return of the ballots.

b) Club Division

- i) A division of a club which breed(s) is (are) spelled out in the official name of the division may request affiliation under its own name. The affiliation may be granted by Chats Canada Cats if the club complies with all policies.
- ii) A division of a club wishing to hold events under its own name must be affiliated before holding such events. A branch club of a National club may exist only with the consent of the National Club.
- iii) A letter of consent from the National club must be attached to the application for affiliation.

e) Provincial Clubs

- i) A division of a Specialty Club affiliated as a Provincial Club shall have a Board of Directors consisting of the officers of the club (President, Vice-President, Treasurer or Secretary-Treasurer) plus one director representing each of the provinces or each of CCC electoral zones within that region or province. In all cases a minimum of two (2) Directors is required.
- ii) Each Director shall reside in the zone he represents and shall be elected by those members residing in that area.
- iii) A Provincial Club shall organize activities for its specialty breed(s) every two (2) years and shall rotate its activities from one region to another.

### 2.3 Evolving Breed(s) Club

Evolving Breed Club – A club whose fanciers are devoted to serving the interests of an Evolving Breed.

- a) A club applying for affiliation under this section must be of a breed currently on the Evolving Breeds List and shall comply with policies as described in sections 2 and 4.
- b) Any application received by Head Office for a breed not on the current CCC Evolving Breeds List will be rejected.
- c) A club applying as an Evolving Breed Club shall be eligible to represent one breed or similar breeds from the Evolving Breeds List.
- d) An affiliated Evolving Breed Club shall within (3) years of official affiliation have begun the process towards official Chats Canada Cats recognition of the breed(s) it represents.
- e) Excluding any unforeseen circumstances or conditions beyond the club's control, should the process for official affiliation not be commenced within the three (3) year period, the club's status will be automatically reviewed by Head Office.
- f) An Evolving Breed Club may hold educational and fun activities; however, under no circumstance will it be permitted to hold approved or sanctioned events.

### **3. Area of Operation**

3.1 The area of operation is the geographical area in which a club has been granted permission by Chats Canada Cats to hold its events.

3.2 Local geographic and population factors play a major role in determining the 'effective operating area' of a club. In densely populated areas there may be a need for more clubs than in sparsely populated areas.

3.3 Clubs are authorized to hold Chats Canada Cats approved or sanctioned events within their area of operation only.

3.4 Due to extenuating circumstances a club may be given permission to hold events outside its area of operation. Requests for permission must be forwarded to Head Office and may only be granted after consultation with the Board of Directors.

3.5 A club's name should identify its geographic area, i.e. the area in which the club holds its events.

3.6 All Breed Clubs: An administrative region, a natural geographical region and/or a radius from a given point (recommendation: 50 km) which may vary according to geographic location and population densities.

3.7 Specialty Clubs:

- a) National Club – Area of operation: All of Canada.
- b) Provincial Club – Area of operation: CCC administrative region represented by the club.

### **4. Affiliation of New Clubs**

4.1 A club seeking Chats Canada Cats affiliation must submit a completed application with the following documentation to Head Office:

- a) A complete copy of the constitution and by-laws as set out in Section 9.
- b) A list of the Board of Directors consisting of the officers of the club (President, Vice-President, Secretary, Treasurer or Secretary-Treasurer) and Directors of the club including their addresses, telephone numbers, emails, and Chats Canada Cats membership numbers of all the officers of the club.

- c) A map showing the proposed area of operation (All Breed Clubs only).
- d) Applicable fees.

4.2 Where application are received from more than one club representing the same breed, the Club Affiliation Committee shall make a determination as to how the applications are to be dealt with and make recommendations to the Board of Directors. The Board may decide that only one application will be processed and the other applications returned to the applicant clubs or it may decide that two or more applications will be processed further.

4.3 Once the completed application and all supporting documentation have been received by Head Office and providing that it meets with all requirements of policy, the name of the club will be sent to the Club Affiliation Committee for comment along with its area of operation and names of the club's officers.

4.4 A copy of the club's application for affiliation will also be sent for comment to the Chats Canada Cats Board Member representing the zone in which the club is located.

4.5 All comments must be forwarded to Head Office and submitted to the Board within forty-five (45) days for official approval.

4.6 Upon approval by the Board of Directors, Head Office will notify the club in writing and a certificate will be issued. Upon receipt of written notification from Head Office, a club may apply to hold a sanctioned event.

4.7 A club whose application for affiliation has been rejected must wait six (6) months from the rejection date before presenting a new application. The club will receive a written reason for the rejection. A twenty percent (20%) administrative fee will be retained by Chats Canada Cats for any rejected application. A club whose application for affiliation has been rejected may appeal the decision.

4.8 A club shall not submit an application for a sanctioned event until such time as it has received formal notice of affiliation.

## **5. Renewal of Affiliation**

5.1 Each year a club must renew its affiliation at a fee to be determined by the Board of Directors.

5.2 A Change in Board of Directors form, along with a reminder notice, shall be sent during the months of September to December.

5.3 A club that does not renew with Chats Canada Cats by December 31st of each year will have its affiliation automatically cancelled and will therefore not receive approval to hold approved or sanctioned events. Any previously approved events will be cancelled.

5.4 A club which does not pay its renewal fee by the deadline will be subject to administrative fees. Upon payment of the renewal and administrative fees, an event may be held.

5.5 If a club receives its official affiliation after September 30th, the affiliation will come into effect on the following January 1<sup>st</sup>.

5.6 New Officers and Directors must be filed with Chats Canada Cats within thirty (30) days of an election, or filling of a vacancy. Standard forms are available for this purpose from Head Office.

## **6. Cancellation of affiliation**

6.1 The Board of Directors may terminate affiliation of any club for just cause.

6.2 A club whose application for affiliation has been cancelled by the Board must wait five (5) years from the rejection date before requesting the reinstatement of its affiliation. The name of the club shall not be used for a period of five (5) years and board members may not act as officers in other clubs for a period of five (5) years.

6.3 When a club's affiliation has been cancelled, club members are officially informed in writing via official publications.

## **7. Reinstatement of Affiliation**

7.1 Reinstatement due to non-payment of renewal fees.

Club affiliation which has been cancelled due to non-payment of renewal fees may be reinstated subject to the following:

- a) A request for reinstatement must be submitted in writing (letter or email) to Head Office; as well as
- b) a list of the Board of Directors; and
- c) the appropriate renewal fees along with any arrears and late fees must accompany the request for reinstatement.



- d) A club that has not paid renewal fees for more than two (2) consecutive years will be considered as dissolved.

## 7.2 Reinstatement of a dissolved club.

The affiliation of dissolved clubs may be reinstated subject to the following:

- a) A duly completed Application for Affiliation with pertinent documents and required fees must be sent to Head Office:
  - i. A list of the Board of Directors consisting of the officers of the club (President, Vice-President, Secretary, Treasurer or Secretary-Treasurer) and Directors of the club including their addresses, telephone numbers, emails, and Chats Canada Cats membership numbers of all the officers of the club.
  - ii. A map showing the area of operation.
  - iii. Applicable fees.
- b) Once the completed application and all supporting documentation have been received by Head Office and providing that it meets will all requirements of policy, the name of the club will be sent to the Club Affairs Committee for comment along with its area of operation and names of the club's officers.
- c) A copy of the club's application for affiliation will also be sent for comment to the Chats Canada Cats Board Member representing the zone in which the club is located.
- d) All comments must be forwarded to Head Office and submitted to the Board within forty-five (45) days for official approval.
- e) Upon official approval by the Board, Head Office will notify the club in writing and a certificate will be issued. Upon receipt of written notification from Head Office, a club may apply to hold a sanctioned event.

## 8. Election irregularities

8.1 Upon receipt of a complaint concerning election irregularities and following the confirmation of such complaint, Chats Canada Cats may require that new elections be held under CCC supervision. The list of members already in place before the disputed elections will be used for the new elections.

8.2 Chats Canada Cats continues to recognize the Board of Directors already in place before the disputed elections and until the supervised elections are finished. Club affiliation is suspended until results of the CCC supervised elections have been announced. Chats Canada Cats may ask the club to pay all fees related to the new elections. These fees must be paid before the possibility of reinstating the affiliation has been investigated.

## **9. Clubs - Constitution and By-laws**

All affiliated clubs or clubs seeking affiliation with Chats Canada Cats must be governed by a Constitution and By-laws providing for the orderly and democratic conduct of the club's business.

The following requirements must be included in the club's constitution and by-laws:

### 9.1 Name and Objects

- a) A clause stating the name of the club and its area of operation.
- b) A clause indicating the objects and aims of the club.

The following requirements should be included in the club's constitution and by-laws where appropriate:

### 9.2 Membership

- a) Membership year.
- b) Eligibility.
- c) Types of membership.
- d) How to apply for membership.
- e) Approval of membership.
- f) Cancellation of membership.
- g) Voting privileges.

### 9.3 General Meetings

- a) Annual General Meeting.
- b) Special General Meeting.
- c) Board Meeting.

#### 9.4 Board of Directors

- a) The Board of Directors may be made up of officers of the club (President, Vice-President, Secretary and Treasurer or Secretary-Treasurer) plus regional directors. Please note that clubs must have directors as stated in this policy.
- b) Duties and responsibilities of officers of the club.
- c) Filling of vacancy.
- d) Term of office for officers and directors.
- e) Directors must reside in the area they represent.

#### 9.5 Finances

- a) Identification of officers who have signing authority.
- b) Individuals authorized to sign should not be members of the same family or household.

#### 9.6 Club Year, Voting, Nominations, Elections

- a) Club Fiscal Year.
- b) Voting requirements.
- c) Conduct of election.
- d) Nomination process.

#### 9.7 Committees

- a) Appointment of committees.
- b) Termination of committees.

#### 9.8 Discipline

- a) Causes for suspension or termination of membership.
- b) Filing of complaints against members and complaint process.
- c) Hearing of complaints.
- d) Process for expulsion of members.

## 9.9 Amendments

- a) Voting requirements for amendments to constitution and by-laws.
- b) Process for proposing amendments to constitution and by-laws.

## 9.10 Dissolution

- a) Process for dissolution.
- b) Disposal of club assets upon dissolution.

## 9.11 Rules of Order

- a) Provision should identify applicable rules of order.

**Clubs**  
**Appendix 1 – Fees\***

<b>Service</b>	<b>Rights</b>
<b>Initial Application for Affiliation</b>	\$150.00
<b>Annual renewal</b>	
All Breed Clubs	\$75.00
Specialty Clubs	\$50.00
Evolving Breed Clubs	\$40.00
Reinstatement of a Club	\$100.00

**\* Plus applicable taxes**