



THE TONKINESE CAT CLUB RULES
Revised November 2021

1. The name of the Club shall be The Tonkinese Cat Club.
The Club shall be a non-profit making organisation.

OBJECTIVES

2. The objectives of the Club are;
 - a. To encourage the breeding and exhibiting of Tonkinese cats in part by holding Shows and Exhibitions, to forward and protect the interests of the Tonkinese breed and to encourage the welfare of all cats and provide guidance for Members.
 - b. To work within the guidelines of the Governing Council of the Cat Fancy. The Council shall have disciplinary powers over the Club and the Members thereof in accordance with the GCCF Byelaws and Rules for the Registration and Showing of Cats.

MEMBERSHIP

3.
 - i) The Club shall consist of:
 - a) Ordinary Members (Single or Joint Members) who each have the right to a single vote at General Meetings.
 - b) Junior Members (under 16yrs) who do not have the right to vote.
 - c) Honorary Members who are life Members, elected from time to time at the Annual General Meeting, on the unanimous recommendation of the Committee. Honorary Members may attend General Meetings. Honorary members may not stand for Committee or elective office unless they are paid up Members. For such Members the Honorary status will be held in abeyance.
 - d) The Club may nominate a President and up to 2 Vice Presidents for election by the Members at an AGM, no duties are imposed on them. They may attend meetings and speak but will have no vote unless they are also fully paid-up Members of the Club. They shall remain in office unless they formally resign, or the Committee propose to remove them by simple majority at an AGM or they have contravened Club or GCCF Rules.
 - ii)
 - a) Application for membership of the Club shall be made either online or by post using the applicable form and paying the relevant fee. All applications will be reviewed by the Committee and accepted or rejected by simple majority; the Committee shall not be required to give reasons for its decision.
 - b) Membership of the Club shall mean acceptance of the Club Rules and of the GCCF Byelaws and Rules including disciplinary matters.
 - iii) If in the opinion of the Committee, the conduct of a Member has been prejudicial to the welfare, breeding or exhibiting of cats, the complainant should be referred to the GCCF under Byelaw Article 12.
Or, if conduct has proven to be injurious to the character, reputation or interests of the Club, the Committee may, after giving such Member an opportunity to be heard, determine either:
 1. To suspend such member for such period as it may think fit or

2. To expel such Member from the Club

- iv) No such determination shall be made unless the Club Secretary has given to each Member of the Committee and to the Club Member concerned notice of the Meeting at which the disciplinary matter is to be discussed and of the specific matter to be discussed, such notice to be in writing, to include emails and to be given not less than fourteen days before the date of the Meeting.
- v) Any Member so suspended or expelled except where Article 12 of the GCCF Byelaws and Rules applies shall have a right of appeal to a Special General Meeting of the Club and to attend, state their case, with a friend or legal advisor if he/she chooses and shall be reinstated if such appeal is allowed. The appellant shall deposit beforehand with the Club all the costs of this Special General Meeting, some, or all of which the Committee may afterwards decide to refund if the Member is reinstated.
- vi) Any member who has been suspended or disqualified under the GCCF Byelaws Article 12 may apply to the Committee at the expiration of said suspension or disqualification to re-join the Club.

SUBSCRIPTIONS

4.

- i) The subscription for Ordinary Members shall be a sum to be determined from time to time by a majority vote at the Annual General Meeting on the advice of the Treasurer.
- ii) Changes to the subscription come into force on 1st January following the AGM at which the decision is passed.
- iii) Annual subscriptions are due on 1st January. If any Member fails to pay their subscription before the Annual General Meeting in any year, he/she shall be deemed to have resigned/lapsed.
- iv) On leaving the Club, Members renounce all claims to Club property and facility and must return all Club property to the Committee immediately.

COMMITTEE

5. All Committee Members must divulge on election any interests that may conflict with the business and running of the Tonkinese Cat Club.

- i) The business of the Club shall be managed by a Committee, the Committee shall meet no fewer than three times a year, by electronic means or place. The Committee shall consist of a Chairman and nine other elected Members, comprising the Vice Chairman, the Honorary Secretary, and the Honorary Treasurer, these four being known as Officers.
- ii) The Chairman shall be elected from the general Membership, for a period of one year. The Chairman and then the Committee are elected at the Annual General Meeting.
- iii) The Officers of the Club (Honorary Secretary, Honorary Treasurer and Vice Chairman) shall be elected by the Committee at the Committee meeting following the AGM.
- iv) All Committee matters are considered confidential and must not be discussed with any person outside the Committee for any reason unless specifically agreed or directed to do so by the meeting. However, a summary of Committee decisions from any Committee meeting may be made available to the membership on receipt of a written request to the Secretary

- enclosing a stamped addressed envelope or by email to the Club Secretary. AGM results are available to Members on the website.
- v) The Chairman normally takes the Chair at meetings, concerns him/herself particularly with the Club's policies and, when necessary, takes and reports Chairman action; The Vice Chairman normally takes the Chair in the absence of or at the request of the Chairman; the Honorary Secretary is mainly responsible for the administration and correspondence of the Club; the Honorary Treasurer is mainly responsible for safeguarding and monitoring and reporting on the Club's finances, including particularly reporting annual accounts to the Annual General Meeting and the GCCF as required by affiliation rules.
 - vi) The Committee shall have the responsibility to conduct meetings, formulate Rules, accept or reject membership applications & discipline Members where necessary and set up sub-committees and/or working parties. The Committee shall organise Show support when permitted, produce a Club newsletter, and keep Members informed of election results, Committee activities and Club Rules.
 - vii) One third (as nearly as possible) of the elected Committee Members shall stand down annually by rota. The Committee should ensure that the club officers are not all standing down in the same year.
 - viii) All Officers and Members of the Committee shall be eligible for re-election. Officers not re-elected by the Committee serve one year as ordinary members of the Committee and are then eligible for re-election to the Committee.
 - ix) If a Member of the Committee fails to attend three successive meetings of the Committee, the Committee may vote to remove that Member from the Committee, until such time as he or she may again be elected to the Committee.
 - x) Committee members should not serve on more than two other cat club committees in addition to the TCC Committee. This rule may be waived at the discretion of the majority of the Committee members if good reason is given by a Member concerned.
 - xi) The Committee shall have the power to set up sub-committees and/or working parties as may be found necessary to foster the work of the Club. The members of these sub-committees and/or working parties shall have no vote at Committee meetings. The Committee may also co-opt Members onto the Committee as required; these additional Committee Members shall have full voting rights.
 - xii) Disciplinary matters raised under Rule 3iii committed by a Committee Member shall be heard by an independent group of three Club Members appointed by the Committee and approved by the person concerned. This sub-committee shall recommend the relevant action to the other Committee Members including whether the complaint is sufficient for a referral to the GCCF under Byelaw Article 12.
 - xiii) Only fully paid-up Members can be elected to Committee. Nominations must be proposed and seconded in writing, to include emails, by fully paid-up Members prior to the AGM and include the written agreement of the Member nominated. Nominations to the Committee may also be received at the AGM for any remaining available positions, providing the person nominated is present and consents. All Members standing as Officers must have been Members of the Club for more than one year.

MEETINGS

6. Minutes of all meetings are recorded by the Honorary Secretary or, in his/her absence, by another Committee Member nominated by those present. See 'Voting' for specific rules re voting.
- i) The Annual General Meeting shall be held each year by electronic means or place, at a date and time to be determined, normally no later than 30th April. The Committee will determine the most appropriate method of holding the meeting.
 - ii) Proposed changes to the Rules, nominations to the Committee and nominations for Chairman shall be sent to the Honorary Secretary, including the written agreement, to include emails, of the nominee not later than 31st January. The Agenda, financial accounts and voting forms shall be sent by available means to Members not less than three weeks before the AGM. The Committee shall offer a proxy vote to each voting Member for all General Meetings which shall be issued on paper or electronically with the Agenda. The Chairman must accept amendments to motions on the Agenda.
 - iii) A Special General Meeting may be held at any time the Committee considers expedient or on receipt by the Honorary Secretary of an appeal from a Member under Rule 3(v), or of a written request signed by at least ten fully paid-up Members of the Club, precisely stating the business to be discussed thereat and shall be held within two calendar months of receipt of such appeal or request. Not less than fourteen days' written notice, to include emails, of any Special General Meeting shall be given to each Member of the Club by the Honorary Secretary, who shall in the notice specify the business to be discussed and, when the business is a proposed alteration of the Rules, include the exact terms of any alteration proposed. **NO OTHER BUSINESS MAY BE DISCUSSED AT A SPECIAL GENERAL MEETING OTHER THAN THAT NOTIFIED BY THE HONORARY SECRETARY**
 - iv) At all General Meetings and at meetings of the Committee, the presiding officer shall be the Chairman or, in his/her absence, the Vice-Chairman. In the event of the absence of both Chairman and Vice-Chairman the committee will elect a presiding officer as the first item of business. At any General or Special Club Meeting, the person in the Chair shall have the power to require the immediate withdrawal of any individual whose conduct in the Chairman's opinion is grossly unbecoming or is prejudicial to the rights of other Members or to the maintenance of good order. A warning shall first be given. Any person so required to withdraw and failing to do so promptly shall automatically cease to be a Member of the Club and shall forfeit his/her subscription given that this be proposed by the Chairman and supported by the majority of the meeting.
 - v) The quorum for General Meetings shall be the number of active Committee plus two other Club Members, at least two Officers shall be present. The quorum for Committee meetings shall be more than half the number of serving Committee Members and shall include at least two Officers.

VOTING

7. Only fully paid-up Members of the Club have voting rights. Every Ordinary Member at a meeting is entitled to one vote. The Members of the Committee including the Chairman shall have one vote.

- i) All ordinary matters of business require a simple majority to be passed except in the case of 7v.
- ii) In the event of a tied vote the Members present will review the proposal and re-vote. In the event of a further tie, the Chair will cast a tie-break taking consideration of the opposing reasons.
- iii) Election of Committee Members and Club Officers is by simple majority. Elections shall be undertaken by postal and/or electronic ballot.
 - a) If the election for Chairman or Committee Members is oversubscribed, voting shall be undertaken by postal and/or electronic ballot if there are more nominations than positions available, these will be counted by a scrutineer and again elected by simple majority.
- iv) A scrutineer will be appointed as required, not less than three weeks before a ballot, by the Committee and named on ballot papers and shall not be a Member of the Club nor related to a Club Member.
- v) Changes to the Rules of the Club require a two-thirds majority of voting members at an AGM.
- vi) Proxy voting is issued to all Members and should be returned by those not wishing to attend General Meetings. It is the Secretary's role to ensure voting is not duplicated. Each Committee Member can be nominated as a proxy representative. Proxy votes shall be counted by the Secretary, received no later than 7 days before the meeting.
- vii) Honorary Members do not have voting rights.
- viii) Co-opted Committee Members have full voting rights.

RULES

8. No repeal of or amendment or addition to the Rules shall be made unless the alteration proposed has been approved at an Annual or Special General Meeting, unless an Act of Enablement has previously been passed by the Annual General Meeting in favour of the Committee, to allow them to make changes in special circumstances.

FINANCE

9. All Club funds are considered welfare or rescue funds and are only allocated for non-welfare use with the consent of the majority of the Committee. All Club funds shall be deposited in a bank and/or interest-bearing account in the name of the Club.

- i) The financial year of the Club shall end on 31st December in each year; to which date the annual accounts of the Club shall be balanced. These accounts shall be presented to each Annual General Meeting by the Treasurer and sent to the GCCF as part of the requirements of affiliation.
- ii) Payments will be made using one of two methods:

a) by cheques, authorised by two named signatories on the bank account, who are not married or cohabiting, and who are authorised in advance by means of decisions made from time to time at meetings of the Committee. The Treasurer holds the club cheque book and between one and three other specific Club Officers are authorised to countersign any cheques, each cheque requiring Treasurer plus one other signatory (or two others, if the cheque is a payment to the Treasurer for an agreed expenditure). This is set up with the bank, in advance of any actual signatures.

b) by direct internet bank payments, which are made by the Treasurer, but require email sign-off as for cheques, by TWO of the people who can also sign cheques. The Treasurer will email the relevant Club Officers, who will send back their consent, copying in each other, if they are in agreement that an internet banking funds transfer can be made. Any payments will generally require receipts or equivalent evidence of the sums incurred - shared in advance by email.

- iii) In emergency situations (e.g. rescue) discretionary payments up to an amount to be determined by the Committee annually may be made with the consent of the Treasurer and one other Officer of the Club, usually the Chairman and approved by email, if there is no scheduled Committee meeting in time for the matter to be discussed. Any payments or expenses are subject to provision of receipt or other evidence.
- iv) Committee consent for payments over the limit as determined above in iii), may be obtained individually from Members of the Committee by the Chairman or Treasurer (by telephone or letter) if the need is urgent and there is no scheduled committee meeting in time for the matter to be discussed.
- v) Members may not claim expenses or refunds for outgoings unless they have received the consent of the Committee prior to incurring the expense.
- vi) The accounts of the Club will be checked and verified by an independent person, not a Member or close relative of a Member as required and agreed by the Committee, and completed in time for circulation to Members prior to the AGM.
- vii) Cups and trophies donated to the Club shall immediately become the property of the Club and are accepted at the discretion of the Committee.
- viii) Fund-raising events must be approved by the Committee before they are undertaken.
- ix) The Treasurer should be prepared to render details of the accounts during the financial year if required by the Committee.
- x) The Treasurer may not move funds between bank accounts without the prior consent of the Committee or, in the event of an emergency, the consent of two other Officers. This decision must be ratified by the Committee at the next available opportunity.

WINDING UP

10.

- i) Any proposal to dissolve the Club shall be passed only if it has received the assent of at least two-thirds of the Members of the Club voting in a postal ballot, in which case the Committee must proceed at once to dissolve the Club. The same procedure shall be followed in the case of a proposal to amalgamate the Club with another.
- ii) Assets of the Club (including trophies) may be sold to prevent dissolution of the Club for financial reasons.

- iii) Notice of dissolution must be notified in writing, to include email, to all Members and advertised in the 'cat media' to allow any claimant's time to come forward.
- iv) If such a resolution has been passed the liabilities of the Club shall be discharged and all assets sold on behalf of the Club by an independent person. Any balance of funds shall be donated to Tonkinese rescue or welfare.
- v) All archive material relating to the Club and its Members must be deposited with the archive of another cat club, or with a public record office.

AFFILIATION, DELEGATES AND BREED ADVISORY COMMITTEE

11.

- i) The Club shall be represented at GCCF Council meetings by the number of Delegates permitted under GCCF Rules. The Delegate(s) shall have been Members of the Club for the preceding year and shall be elected at the AGM. They will hold office during the immediate succeeding official year of the GCCF. They will be eligible for immediate re-election the following year. Vacancies arising between AGMs will be filled by the Committee. A substitute Delegate will be elected at the AGM.
- ii) Delegates and reserve delegates to the Tonkinese BAC shall be elected from the Committee at the first meeting following the AGM. BAC delegates shall serve for a period of one year and may stand for re-election.

GENERAL RULES

- 12. Members may not make use of the Club Logo without the consent of the Committee.
- 13. Subject to the above Rules the management of the Club shall be carried out by the Committee, which, in particular, shall have power to deal with any matter not covered by the Rules, which shall be fully reported to the Annual General Meeting.
- 14. Breeders wishing to have their kittens included on the Club Kitten List must abide by the rules and guidelines regarding breeding and selling of kittens set down by the GCCF. Failure to do so may result in disciplinary action.

<u>Key Definitions</u>
Financial Year – runs 1 st Jan – 31 st December – Member subscriptions due 1 st January
Club Year – ends April – AGM no later than 30 th April
Quorum – AGM – Active Committee, at least 2 Officers + 2 Club Members
Quorum – Committee – more than half serving Committee Members, including 2 Officers