



Edinburgh & East of Scotland Cat Club - Founded 1949

Constitution & Rules (Revised 2022)

Affiliated to the Governing Council of the Cat Fancy (GCCF)

GENERAL:

1. The name of the Club shall be "The Edinburgh and East of Scotland Cat Club", herein referred to as the Club.
2. The Club's objectives will be to encourage all to take an active interest in the care, welfare and protection of cats, to assist cat owners and breeders in matters pertaining to their hobby, and to hold an Annual Show.
3. The Club shall be bounded by the Rules laid down by The Governing Council of the Cat Fancy (the GCCF), and membership of this Club shall constitute acceptance by the member of these Rules and those of this Club.
4. All members are responsible, jointly and severally for debts incurred by the Club but the liability of each member shall be limited to the amount of the current annual subscription.

MEMBERSHIP:

5. Membership is open to all.

There will be the following categories of membership:

- a. Ordinary Single Member
- b. Joint Member
- c. Senior Citizen
- d. Junior Member
- e. Life Member, and
- f. Honorary Life Member

Members in a. to e. shall pay such subscription as may be determined by the AGM.

6. After five year's membership, ordinary members may apply to become Life Members, a fee equal to ten times the current annual subscription shall be payable.
7. Membership subscriptions shall be set for the subsequent financial year at the AGM. This shall be determined by a simple majority vote of the members present.
8. Subscriptions shall be due on the 1st January each year. Members whose subscriptions are three months in arrears may be deemed by the Committee to have resigned their membership. Lapsed members must submit an application form with the appropriate fee if they wish to re-join the club. Membership Subscriptions shall be due on 1st January each year and should be sent to the Treasurer no later than the 31st March each year. Members whose Subscriptions have not been received by that date may be deemed by the Committee to have resigned their membership. Lapsed Members must therefore submit an application form if they wish to re-join the Club.
9. Junior members of 16 years or under shall not be entitled to vote at meetings or be counted for the purposes of GCCF affiliation.
10. New Member applications will be approved/declined at the next Committee Meeting. The committee reserve the right to refuse entry without giving a reason. The Club will not approve Prefix requests from new members. Members must be a member of the Club for a minimum of 2 years before applying for a Prefix.

11. Any member (including Life Honorary Life) suspended under article 12 of the GCCF Constitution may not remain a member during such period of suspension. Any member wishing to re-join the Club after suspension must re-apply for membership.
12. Any member may resign at any time by giving notice to the Honorary Secretary. In such case, all current subscriptions that have been paid will be forfeited.

MANAGEMENT AND OFFICERS:

13. The affairs of the Club shall be managed by an Executive Committee consisting of Chairperson, Honorary Secretary, and Honorary Treasurer plus eleven Committee members.
14. Subject to the discretion of members at General Meetings, the responsibility for the management of the club shall be vested in officers and Committee.
Their responsibilities are as follows:
 - i) The Chairperson shall take the chair at all meetings of the Club or its committee. In the Chairperson's absence the chair shall be taken by the Vice-Chairperson, failing which, a Chairperson shall be elected by those present.
 - ii) The Secretary shall conduct the correspondence of the Club and should give notice, not later than twenty-one days before a meeting to all members of any meeting of the Club to which they may attend. The Secretary shall render to the AGM any reports as required by the committee. The Secretary shall keep the minutes book containing the minutes of all meetings which should be read and approved at the next similar meeting, except the minutes of an EGM which should be ready and approved at the next AGM. Minutes of all general meetings will be circulated prior to the AGM and the minute book should be available for all members of the Club to read at the AGM.
 - iii) The Treasurer shall hold the appropriate bank and/or investment accounts or, in cash, any monies received on behalf of the Club. The Treasurer will hold the Club cheque books and sign all cheques. All cheques are required to be counter signed by a designated officer, such as the Chairperson. The Treasurer shall defray from the funds of the Club expenses properly incurred by the Committee or by any member of the Club in the discharge of duties dictated by the committee. The Treasurer shall render annually to the AGM detailed accounts of the Club, which have been examined and signed by a suitable independent person.
 - iv) A register of the Club's members and their current addresses is to be maintained accurately by both the Treasurer and the Secretary making amendments when necessary. New members are to be informed of their acceptance and be supplied with a copy of the Club rules by the Secretary.
15. The Officers of the Club shall be the Chairperson, Secretary and Treasurer (herein called the "Officers").
16. The Officers shall hold office for three years, each retiring in rotation, with the retiring Officer being eligible for re-election.
17. The President and Vice-President shall be elected by both the members in General Meeting and shall continue in office for three years. Both shall be eligible for re-election.
18. No member shall be elected as an Officer of the Club unless he/she has been a member for at least one year.
19. Any person proposed for the position of Honorary Treasurer must undertake not to hold similar office in any other Cat Club.
20. The Club shall be represented at the GCCF by a delegate who must be a Committee Member, and shall be elected annually.
21. Vacancies occurring amongst the Officers or Committee shall be filled by co-option until the AGM. Co-opted members shall be eligible for election.
22. The Committee shall meet as often as the Committee Members deem necessary, but the number of meetings shall not be less than four in one year. Five members two of whom shall be Officers, shall

constitute a quorum. The Honorary President and Honorary Vice-President shall be permitted to attend meetings of the Committee at invitation of the Committee but shall not be permitted to vote.

23. An Officer or Committee Member who fails to attend three consecutive Committee Meetings, or who is absent from more than half of the total number of Committee Meetings held in one year, shall be deemed to have retired from Office or Committee. This rule may be varied at the discretion of the Committee.

POWERS OF THE COMMITTEE:

24. The Committee shall consider the policy, finances and programmes of the Club and shall make recommendations to the members at the AGM as necessary.
25. The Committee may arrange Cat Shows in accordance with the rules of the GCCF, and may appoint from amongst the Club's members, Show Managers and such Officials as may be required Show Managers, if not a member of the Committee, shall be co-opted for their term of office.
26. The Committee shall be empowered to arbitrate in matters of dispute; to suspend or expel any member or officer whose conduct is considered to have been, in any way, injurious to the welfare of cats or the members at the AGM or a Special General Meeting called for that purpose.
27. The Committee shall have the power to act in all questions for which there is, or appears to be no rule.

CAT SHOWS:

28. The Show Manager or Managers shall be responsible for the organisation of the Club shows, and shall call upon Committee Members for necessary assistance. The Show Manager shall have absolute discretion in all matters connected with the show rules.
Committee Members are expected to help with the setting up of the show on the previous evening and all day on the show day. Committee members cannot take on any roles that would bring into question the integrity of the Club.

FINANCE:

29. The financial year of the Club shall run from the 1st January to 31st December.
30. Responsibility for the custody of all monies received by the Club shall be vested in the Honorary Treasurer. All expenses incurred by the Club shall be defrayed out of Club funds, after approval by the Committee. The Treasurer will hold the Club cheque books and sign all cheques. All cheques are required to be counter signed by a designated officer, such as the Chairperson. The Honorary Treasurer shall cause all cash not immediately required to meet petty expenses to be deposited in a Club bank/building society account without undue delay.
31. Whenever so ordered by the Committee, the Honorary Treasurer shall submit all books and records of the Club's financial transactions for examination.
32. Annual accounts shall be prepared by the Honorary Treasurer in a form approved by the Committee, and submitted for examination by an independent examiner.
33. The independent examiner shall be appointed by the members at the Annual General Meeting. He/she shall not be a person related to an Officer or a Committee Member.
34. The checked accounts and the Honorary Treasurer's reports shall be presented for approval at the AGM. A copy of the accounts shall be sent by the Honorary Secretary together with the notice notifying members of the Annual General Meeting.
35. The Committee shall review all Club property annually, and shall be responsible for arranging adequate insurance cover.

MEETINGS OF MEMBERS:

36. The Annual General Meeting (AGM) shall be held within three months of the end of the Club year (1st January – 31st March). Notice of an AGM shall be sent to all members by the Honorary Secretary not less than three months prior to the date of the AGM. The agenda for an AGM shall be sent to each member not less two weeks prior to the AGM. Notices of motion and nominations for office and/or Committee must reach the Honorary Secretary twenty-one days before the AGM, and shall be signed by the proposer and seconder and in the case of nomination, also by nominee. Emergency resolutions shall be accepted at the Annual General Meeting at the discretion of the Chairperson. Eight members, three of whom shall be Officers, shall constitute a quorum at the AGM. The Honorary President and Honorary Vice-President shall be permitted to attend General Meetings at invitation of the Committee but shall not be permitted to vote.

The business of an AGM shall include: -

- i) presentation of the annual report and statement of accounts
- ii) appointment of suitable independent person(s) to examine and sign the Club accounts.
- iii) consideration of resolutions sponsored by either the Committee or by two or more members of the Club and submitted in writing, postmarked not less than one month prior to the date of the AGM
- iv) any other business at the Chairperson's discretion, provided that it concerns matters that have arisen too late to be included in the agenda

The following business may be transacted only at an AGM: -

- i) receipt of the annual report and statement of accounts
- ii) appointment of suitable independent person(s) to examine and sign the Club accounts
- iii) setting the annual subscription level
- iv) amendments to the Constitution

37. A Special General Meeting may be called by the Committee, or, upon notice being given to the Honorary Secretary, by the life and/or Ordinary Members of the Club, such notice being signed by not less than twenty such members, and specifying the nature of the business for which the Special General Meeting is required. Upon notice of a Special General Meeting being given by the Committee or Members, the Honorary Secretary shall call a Special General Meeting not more than twenty-eight days after the receipt of such notice. The costs attendant upon the calling of a Special General Meeting shall be met by the members requiring the meeting, whether or not those members attend the meeting, unless the meeting decrees otherwise.

DISSOLUTION:

38. The Club may be wound up if a resolution to that effect is agreed by two thirds of the members present and voting at a Special General Meeting. If the proposal to wind up the Club shall have been carried, the disposal of the Club's assets shall be decided by a simple majority of members present and voting.

AMENDMENT TO RULES:

39. These rules may only be altered or added to at a General Meeting. A proposal to alter the rules must be included on the agenda and cannot be discussed under Any Other Business. The agenda must include the wording of the proposed amendment(s). A two-thirds majority of the Members present and voting at the General Meeting is required to amend the Club Rules. Once agreed a copy must be sent to the GCCF.

DATA PROTECTION ACT:

40. The Club is compliant with The Data Protection Act 2018 (c. 12) which is a United Kingdom Act of Parliament which updates data protection laws in the UK. It is a national law which complements the European Union's General Data Protection Regulation (GDPR) and replaces the Data Protection Act 1998. The names, addresses, email addresses and telephone numbers are stored on Officers computer files. All I.T. equipment used is password protected and any paper files are kept in a locked draw or cabinet. Members have the right to have these details removed. These files contain information supplied by the members themselves and will only be used within the Club's administration system for mailing Show Schedules and paperwork relevant to Club affairs. This information will not be passed to any other Club, company, business or individual. If someone's computer is lost or stolen this must be reported to the Police and a Crime Reference obtained. All members must be made aware of the security breach. If someone who holds data retires from the club committee, they must delete club data stored on their computer and hand over any paper files to a serving committee member. Any retention and use would be contrary to GDPR.

PRIVACY POLICY:

41. Protecting your privacy is our priority. Personal information we collect through membership forms and the website (edinburghcatclub.co.uk) will be treated as follows: -

a) Who are you?

We are a GCCF affiliated Breed Club for lovers, owners, exhibitors and breeders of cats. Our website address is: edinburghcatclub.co.uk.

b) What information do we store?

We store your message sent through the contact forms on this website, along with information about the messages, including the time stamp, the origin IP address, and the user agent (browser).

c) Where does the information go?

Some information may be stored in the database on our hosting server for backup and later reference purposes. 'Hostgator' hosts this website.

d) How long do you keep the information?

We don't set a particular time limit on storing information because we need it for future reference. If you want your information to be removed from our records, please contact us. We will remove it anytime there are concerns about your privacy.

e) Do you share the information with other parties?

No, the Club does not. Additionally, we only use WordPress plugins and themes that are hosted by WordPress.org. Their guidelines clearly prohibit tracking users without their explicit informed consent.