

# The Cat Fanciers' Association, Inc.

## OUTLINE FOR CLUB CONSTITUTION

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*The following sample Constitution and By-Laws are intended only as a drafting guide, and CFA, Inc., in no way represents that the contents thereof comply with any State or Federal laws that may affect the organization and/or operation of a club.*

*Questions regarding compliance with any such laws and specifically the question of a club's eligibility to qualify as a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code should be directed to a qualified professional.*

**All Constitutions & By-Laws must be provided in English.**

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## CONSTITUTION

### ARTICLE I - NAME

This organization shall be know \_\_\_\_\_.

### ARTICLE II - AFFILIATION

This organization shall be a nonprofit club affiliated with The Cat Fanciers' Association, Inc. No part of any profit, dues or donations to the organization shall be used to the benefit of any member or individual.

### ARTICLE III - OBJECTIVES

The objectives of this organization shall be:

1. to promote the welfare of all cats,
2. to promote the breeding of pedigreed cats to the standards as accepted by CFA,
3. to sponsor cat shows and exhibits,
4. to promote sportsmanship and friendship among cat fanciers.

### ARTICLE IV - MEMBERSHIP

Persons interested in the objectives of this organization shall be eligible for membership.

### ARTICLE V - OFFICERS AND DIRECTORS

The officers of this organization shall be a president, vice-president, secretary and treasurer. In addition to the four officers, there shall be three board members. These seven individuals shall be elected by the membership and serve as the executive board.

### ARTICLE VI - MEETINGS

The annual meeting of this organization shall be held on \_\_\_\_\_. Other meetings shall be held as noted in the By-Laws.

## ARTICLE VII - DUES

Annual dues shall be payable on \_\_\_\_\_. The amount of dues shall be provided for in the By-Laws.

## ARTICLE VIII - DISSOLUTION

In the event of the dissolution of this organization, any property and assets shall be distributed to a non-profit organization consistent with the policy of The Cat Fanciers' Association, Inc. In no event shall any such property or assets be distributed to any member of the organization, or to any private individual.

## ARTICLE IX - AMENDMENTS

This Constitution and the accompanying By-Laws may be amended by a two-thirds majority vote at any regular meeting of the organization, provided that the text of the amendment shall have been sent to all members two weeks prior to the meeting.

# BY-LAWS

## ARTICLE I - MEMBERSHIP

### ***Section A. Types of membership***

- 1. Regular members** - Regular membership is open to individuals interested in the objectives of the organization, able to attend meetings, and participate in organization activities. Regular members have all privileges of membership, including the right to vote and hold office.
- 2. Associate members** - Associate membership is open to individuals interested in the objectives of the organization, but unable to take an active roll in organization functions. Associate members cannot vote or hold office.
- 3. Honorary members** - Honorary membership may be granted from time to time to deserving individuals by a majority vote of the organization. Honorary members cannot vote or hold office.

### ***Section B. Application for membership***

Application for membership must be made in writing and be accompanied by one year's dues. It must be sent to the secretary and voted on at the next regular meeting.

## ARTICLE II - MEETINGS

### ***Section A. Regular Meetings***

Regular meetings shall be held on \_\_\_\_\_ unless changed by a majority vote of the membership.

### ***Section B. Annual Meeting***

The annual meeting for the election of officers, directors, and the CFA delegate shall be held on the regular meeting date in \_\_\_\_\_.

### ***Section C. Special Meetings***

Special meetings may be called at any time by the president.

### ***Section D. Quorum***

\_\_\_\_\_ members and two officers shall constitute a quorum for the transaction of business.

## ARTICLE III - ELECTIONS

### ***Section A. Balloting***

The officers, board members, and delegate to The Cat Fanciers' Association, Inc. annual meeting shall be elected at this organization's annual meeting by paper ballot.

### ***Section B. Nominations***

Nominations for office will be made at the annual meeting and voting will be held at the same meeting.

### ***Section C. Voting Eligibility***

Only regular members in attendance will be eligible to vote.

**Section D. Vacancy**

A vacancy occurring in any office shall be filled by the Board of Directors for the balance of the term.

**ARTICLE IV - DUTIES OF OFFICERS**

**Section A. President**

1. shall serve as chief executive officer and conduct all meetings,
2. shall appoint committees as needed,
3. shall serve as ex officio member of all committees.

**Section B. Vice President**

1. shall perform the duties of the president in the absence of the president.

**Section C. Secretary**

1. shall be the recording and corresponding officer,
2. shall keep records of all meetings,
3. shall inform all applicants of election to membership,
4. shall serve as the contact person for CFA.

**Section D. Treasurer**

1. shall have custody of all moneys of the organization,
2. shall keep records of all receipts and expenditures,
3. shall open a bank account in the name of the organization.

**ARTICLE V - DUES**

1. The annual dues of this organization for regular members is \$\_\_\_\_\_.
2. The annual dues of this organization for associate members is \$\_\_\_\_\_.
3. Honorary members shall pay no dues.

**ARTICLE VI - DISCIPLINE**

**Section A. Enforcement**

It shall be the duty of the Board to enforce the Constitution and By-Laws of this organization. The Board may reprimand, suspend or expel from membership any person who, after a fair hearing is found guilty of conduct detrimental or harmful to this organization, or the welfare of cats or the cat fancy.

**Section B. Procedure**

All charges must be made in writing and a copy of the charges shall be furnished to the accused at least \_\_\_\_\_ days prior to the hearing date. The Board may conduct a hearing itself or appoint a committee to conduct the hearing. The decision of the majority of the Board or the committee shall be binding on all parties.

**ARTICLE VII - AMENDMENTS**

The By-Laws may be amended as provided for in the Constitution.