



Statutes

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Article 1. Name

- 1.1 The federation shall be known as **FELIS BRITANNICA**.
- 1.2 The United Kingdom shall refer to the geographical territories represented by England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man.
- 1.3 The address of the federation shall be deemed to be that of the General Secretary of the federation.

Article 2. Objectives

- 2.1 The federation shall be a non-profit making organisation.
- 2.2 Felis Britannica is a voluntary association of cat clubs within the United Kingdom that are working together and that have undertaken to follow the Felis Britannica Statutes and rules.
- 2.3 Felis Britannica is a member of FIFe; hence all the clubs that are members of Felis Britannica will be a member of FIFe.
- 2.4 The objectives of Felis Britannica are:
 - a) To continually work to improve the status of the cat in society
 - b) To establish good relationships and maintain good links with relevant government ministries, the media, veterinary institutions and animal welfare agencies
 - c) To actively work against any unsatisfactory mismanagement related to keeping cats
 - d) To keep a common registration database for associated clubs
 - e) To oversee the management and organisation of cat shows in the UK in accordance with the relevant FIFe show rules, and to publish rules relating to national show organisation.
 - f) To work towards a progressive, healthy, cat friendly breeding programme, in line with the FIFe standard, for each breed.
 - g) Not to participate in the breeding of cats where the offspring would not be entitled to registration.
 - h) To represent the UK cat fancy internationally
 - i) To unite and co-ordinate all Member Clubs for the betterment of the UK cat fancy as a whole, independently of each individual club in order to achieve recognition in the international cat fancy.
 - j) To promote the benefits of identity chipping for all cats.

Article 3. General Rules

3.1 Decision making

Felis Britannica decision-making forums are the Annual General Assembly (AGA), and the Executive Committee.

3.2 Organisational and Financial Year

Felis Britannica's organisational and financial year is the period from January 1st to December 31st.

3.3 Changes to the rules and statutes

- a) In instances where a situation is not adequately catered for in these Statutes, then a decision should be deferred until the next AGA. In urgent situations a decision may be taken by the Executive Committee and shall be ratified at the next AGA.
- b) In order that changes to the Felis Britannica Statutes be adopted, an absolute majority at an AGA shall be required.
- c) Changes to the Statutes are effective immediately on a probationary basis, and require ratification at the following AGA. Ratification need only be put to a vote if any formal objection is received from a Member Club during the probationary period, otherwise ratification is automatic. Any objection must be submitted, in writing, as a formal proposal for the AGA.
- d) Rules that have been voted through at an AGA become effective immediately, unless otherwise agreed at the time.
- e) For changes to all other rules and national additions to FIFe rules a simple majority shall agree the decision.
- f) Felis Britannica, the Member Clubs and the individual members shall be bound by the decisions of FIFe.

g) Other amendments

- i) Any amendments/additions to FIFe Statutes and Rules shall be incorporated into those of Felis Britannica automatically, and do not require approval of the AGA.
- ii) The Executive Committee may rephrase articles in the Statutes and/or Rules where the intent remains the same.

h) In the case of a conflict between the Statutes and Rules of Felis Britannica and FIFe, the latter shall take precedent.

3.4 In all voting, should the result be a tie, the decision shall be that which ensures the status quo shall prevail.

3.5

- a) It is not allowed to sell or to hand over cats with FIFe pedigrees to pet shops or similar organisations nor for any experimental research or testing.
- b) It is also not allowed for members of FIFe clubs to offer/trade cats or services, such as stud service, by auction or similar actions, be it in electronic format or at real events.

3.6 Winding up of Felis Britannica

- a) In order to wind up Felis Britannica an Extraordinary General Assembly must be called and a majority of three quarters (3/4) of the Member Clubs voting at the EGA are needed for the resolution to wind up the Federation to be carried. At such an EGA the only item that may be on the agenda shall be the proposal to wind up the federation, and other directly related items.
- b) In case of the winding up of Felis Britannica, the EGA shall decide for what purpose the assets of Felis Britannica should be used.
- c) Any monies will go to a feline charity in the event of an EGA not making a decision.

Article 4. Administration

4.1 Executive Committee

- a) The officers of the Executive Committee shall comprise of an elected President, Vice President, Treasurer, General Secretary, Registrar and the chairpersons of all the commissions.

The officers of the Executive committee shall not hold any other office within Felis Britannica.

- b) The supplementary members shall be elected as deputies for four (4) of the posts: Vice President, Treasurer, General Secretary and Registrar. Deputies for the commission chairs will be elected by the Annual General Assembly from among the members of each commission. This election shall take place after the elections are completed.
- c) If the Vice President, Treasurer, General Secretary or Registrar are unavailable, or otherwise occupied, and therefore unable to fulfil their official duties on a particular occasion, then their deputy shall fulfil their duties. The Vice President deputises for the President, should the President be otherwise occupied.
- d) In order to be quorate five (5) of the seven (7) members of the Executive Committee or their deputies must be present at each meeting. This number is necessary for binding decisions to be taken. In other circumstances only recommendations may be made, which need to be ratified at a future meeting.
- e) The President may participate in all discussions, but only has a casting vote, should there be a tie. This shall also be true for the Vice President when he/she is deputising for the President.
- f) All decisions taken by supplementary members are as if the full Executive Committee member were voting, and shall be binding.
- g) The Executive Committee will come in to power at the first committee meeting following the AGA; this meeting is if at all possible to take place the same day as the AGA. The Executive Committee should also during the first meeting nominate the advisor to the FIFe General Assembly.
- h) The Executive Committee is also to issue the Commission mandates. The Executive Committee will outline the duties and undertakings for each Commission and there will be a

documented mandate prepared specific to each of the Commissions.

- i) Should an Executive Committee member resign before the expiry of his/her term then their supplementary member shall take his/her place for the remainder of the term and be ratified at the next AGA. The Vice President shall stand in for the president as necessary.
- j) The Executive Committee may by co-option fill any position that is or becomes vacant. Member clubs will first be invited to propose candidates for these positions. The Executive Committee will select from such individuals such person as deemed suitable. If no candidates are forthcoming within 21 days of invitation the Executive Committee may select a suitable candidate.
- k) Any position filled between AGA's through co-option shall end at the following AGA, and shall therefore be open for nomination and election. The co-opted individual shall be treated as an incumbent, coming to the end of their term, and subject to article 6.17c).
- l) Any officer of the Felis Britannica Executive Committee or Felis Britannica Commission may or may not receive an annual honorarium previously determined at an AGA

4.2 Executive Committee responsibility

- a) The Executive Committee is the decision making body and is responsible for the administration of the organisation between General Assemblies.
- b) The Executive Committee is subject to the decisions made by the AGA or any extraordinary general meetings
- c) The Executive Committee/Commission must resolve any issue on the agenda.
- d) The Executive Committee's undertakings are in particular:
 - i) To ensure that any decisions made at the AGA are implemented.
 - ii) To ensure that rules and statutes are complied with.
 - iii) To be responsible for and administer the property and assets of the federation.
 - iv) To supply the external examiner with the relevant financial documents according to 6.26 and administrate the AGA.
 - v) To ensure that the registrations are processed and returned within

twenty eight (28) days of the registrar receiving the complete and correct paperwork.

- vi) To ensure that any shows held are in accordance with the rules of FIFe and Felis Britannica.
 - vii) To prevent any transgressions of FIFe or Felis Britannica's rules and to enforce/police such rules with due diligence using the DC process.
 - viii) To annually present to the AGA a summary of the activities undertaken by the Executive Committee.
 - ix) Training within Felis Britannica
 - x) Developing Felis Britannica
- e) Deleted

4.3 Executive Committee member functions

President:

- Represents Felis Britannica internally and externally;
- Presides over Executive Committee meetings;
- Serves as delegate at the FIFe General Assembly;
- Ensures that the Felis Britannica GA delegate and advisor are in attendance at all FIFe GA meetings

Vice President:

- Deputises for the President as and when necessary

Treasurer

- Is responsible for the financial administration of the organisation;
- Will give the Executive Committee regular/continual reports of the state of financial affairs of Felis Britannica

General Secretary

- Centralises the activities of the Executive Committee under the supervision of the President;
- Is responsible for Internal PR activities;
- Collates, distributes and oversees day to day correspondence (incoming and outgoing);

- Liaising with Member Clubs and with FIFe General Secretary;
- Responsible for arranging minute taking at all official Executive Committee meetings and the AGA;
- Preparation of all official documentation;
- Coordination and organisation of the AGA;
- Ensures that all Executive Committee responsibilities relating to the AGA, as detailed in Article 6, are fulfilled.

4.4 Invitation to Executive Committee and Commission meetings.

- a) The Executive Committee will convene on the initiative of the President or when at least half the committee has demanded that a meeting is to be held. Invitations to meetings are to be sent to members of the Executive Committee and supplementary members no less than 14 days ahead by the General Secretary of Felis Britannica.
- b) The Executive Committee is only able to make legal / binding decisions so long as all the committee members have been invited to the meeting.
- c) Voting rights may not be exercised by proxy.
- d) In particularly urgent cases the President/Chairperson may take the decision that a matter should be decided either by receipt of opinion in hard copy format from the relevant Executive Committee/Commission member or through telephone conferencing followed by corroboration in hard copy format. Any such decisions must be ratified at the next convened meeting.
- e) In the case that any of the Commission chairpersons cannot attend a committee meeting then the elected deputy will attend on behalf of the Commission.
- f) For Felis Britannica's Commissions the same procedure for meetings and voting as for the Executive Committee is applicable.

4.5 Minutes

- a) Minutes shall be taken at any meetings held by the Executive Committee and the Commissions of Felis Britannica. **The minutes shall be checked and signed by the person chairing the meeting and a person nominated to check the minutes.** Any objections or differences in opinion shall be noted in the minutes.

- b) All minutes shall be uniquely identified, clearly indicating which committee/commission they relate to, the year in which the meeting took place and a chronological index to identify the meeting, starting from one (1) at the beginning of each year.
- c) Copy of minutes should be sent to all Member Clubs within 62 days from the date of the meeting, and be available to all individual members for inspection.

4.6 To delegate the right to make a decision

- a) The Executive Committee may in certain circumstances delegate their right to make a decision to the Felis Britannica Commissions or other officers/sub-committees appointed by the Executive Committee.
- b) Anyone making decisions with the support of the Executive Committee must notify the Executive Committee of any decisions made.

4.7 Notification of decision

Any decisions concerning a Member Club or individual person must be notified to them in writing in order for the decision to come into effect.

4.8 Budget and organisation plan

- a) The Executive Committee shall prior to the AGA, propose a budget and an activity plan for Felis Britannica activities for the year ahead.
- b) Each of the Felis Britannica Commissions shall, each year, submit a projected budget and organisation plan for the Commission to be presented to the Executive Committee at a time that is determined by the Executive Committee.
- c) The Executive Committee shall make any amendments to budgets and plans as deemed necessary based on the obligations and undertakings of Felis Britannica, the financial state, or the projected development of Felis Britannica.

4.9 Felis Britannica Judges conference

Felis Britannica shall once a year arrange for a judges conference to be held for all UK FIFe judges, pupils and stewards that are members of a Felis Britannica Member Club.

4.10 Felis Britannica Commissions

- a) The Chairperson of each Commission shall be elected at the AGA
- b) Nominations for Commission posts are to be received from the Member Clubs.
- c) Each Commission consists of a chairperson. The Breeding, Health & Welfare Commission shall have four (4) Commission members plus Registrar and/or Deputy Registrar and two (2) reserve members. The Show Commission will have five (5) commission members and (2) reserve members.
- d) deleted
- e) The Chairperson and 2 other Commission members must be present at every Commission meeting apart from the DC which does not require Commission meetings.
- f) There are two (2) functional Felis Britannica Commissions and a Disciplinary Commission; the latter operates independently of all other Felis Britannica committees, including the Executive Committee.
- g) Felis Britannica Breeding, Health & Welfare Commission
 - i) Advisory body for issues relating to FIFe registrations, validations, health & welfare directives.
 - ii) National breeding issues, including unrecognised breeds
 - iii) Registration procedures, including support infrastructure e.g. software.
 - iv) Health, welfare and husbandry.
 - v) Liaison with political bodies regarding any and all legislation affecting cats.
 - vi) Liaison with FIFe LO and Health & Welfare Commissions.
 - vii) Issue validation licences to clubs, and collate all validations.
 - viii) Issue registrations licences.
 - ix) Training in registration procedure for clubs.
 - x) Evaluation of AGA proposals relating to 4.10g)i). Evaluate, collate and where necessary merge said proposals.
 - xi) **Responsible for distribution of any changes to Member Clubs.**
- h) Deleted

- i) Deleted
- j) Deleted
- k) Felis Britannica show and competition rules Commission
 - i) Advisory body for issues relating to FIFe shows and national Felis Britannica shows.
 - ii) Issue show licenses.
 - iii) Show support – software, recommended equipment, training and advice.
 - iv) Felis Britannica and FIFe show rules. FIFe rules are always in effect. Should Felis Britannica show rules conflict with FIFe show rules, the FIFe rules will always take precedent
 - v) Felis Britannica Show activities
 - vi) Annual Points Award.
 - vii) Annual Winners Show.
 - viii) Liaison with FIFe show Commission.
 - ix) Evaluation of AGA proposals relating to 4.10i)i). Evaluate, collate and where necessary merge said proposals.
 - x) **Responsible for distribution of any changes to Member Clubs.**
 - xi) Co-ordinate, collate and issue Show calendar.

4.11 Felis Britannica Disciplinary Commission (DC)

- a) The DC is the processing body for all disciplinary proceedings concerning Felis Britannica activities. These activities may concern a Member Club or individual members of Felis Britannica Member Clubs.
- b) The DC has three (3) separate functions. These functions are:
 - i) Investigations
 - ii) Disciplinary Hearing
 - iii) Appeals
- c) The Felis Britannica Disciplinary Process is conducted under the guidance of the “Felis Britannica Disciplinary Process” document. Reference should be made to this document and its accompanying document “Felis Britannica Fixed Penalties” for any matters pertaining to DC due process, Disciplinary Process Rules, Penalties and Publication of Disciplinary outcomes.

- d) The DC is headed by the Disciplinary Commission Officer (DCO), who shall act as secretary in all matters pertaining to the Disciplinary Process. The Disciplinary Commission Officer (DCO) shall be elected at an AGA for a term of office.
 - e) The DC shall act in an independent manner from the other Felis Britannica Commissions and the Executive Committee.
- 4.12 The DC should submit to the AGA a report of activities undertaken in the past year.
- 4.13 Each Commission chairperson, except for the DC, shall also serve as part of the Felis Britannica Executive Committee.
- 4.14 Each Commission (apart from the DC) should elect themselves a Commission Secretary who shall:
- a) Prepare meetings of the Commission.
 - b) Unless decided otherwise by the chairperson of the meeting the secretary should sign any external/outgoing communications made by the Commission.
 - c) Annually put together a statement of activities for the past year for the Commission
 - d) **Take and distribute the minutes of the meeting.**
- 4.15 Felis Britannica Commissions shall deal with matters and take decisions as assigned to them as well as serving as advisory bodies in accordance with the rules of Felis Britannica and FIFE.
- 4.16 Decisions made by the Commissions, with the exception of the DC, may be appealed against to the Executive Committee.
- 4.17 Ahead of the AGA each Commission should:
- a) Submit to the Executive Committee a summary of the activities for the past year as well as a written plan for the activities of the forthcoming year.
 - b) Make recommendations with regards to proposals that have been submitted and that fall within the area of responsibility of the Commission.
- 4.18 Functions of members within Felis Britannica Commissions
- a) Commission chairperson

- i) Leads the work and activities within the Commission.
- ii) Coordinates communication and activities between the Commission and the Executive Committee.
- iii) Reports to the Executive Committee current activities and affairs dealt with by the Commission.

4.19 The EC shall appoint a Judges Co-ordinator to oversee the following activities:

- a) Advisory body for issues relating to FIFe's breed standards and rules for judges, pupils and stewards.
- b) Organisation of Felis Britannica judges conference and other seminars/training for judges/pupil judges/stewards.
- c) Handle pupil judging applications
- d) Keeping a register of pupils and judges
- e) Judges exams
- f) Evaluation of AGA proposals relating to 4.10h)i). Evaluate, collate and where necessary merge said proposals.
- g) Liaison with FIFe judges Commission
- h) Responsible for distribution of any changes to Member Clubs.

4.20 The EC shall appoint a Rules Co-ordinator to oversee the following activities:

- a) Advisory body for issues relating to FIFe and Felis Britannica rules/statutes.
- b) Ongoing evaluation of rules and statutes.
- c) Evaluation of all AGA proposals relating to rule changes, including those reviewed by the other Commissions.
- d) The Commission should in all possible instances highlight the relevant paragraph in the rules that the proposal concerns. This should be included in the documentation sent with the invitation to the AGA.
- e) Following the AGA amend the rules accordingly in cooperation with the Executive Committee and Commissions.
- f) Interpretation of rules where a dispute arises.

- g) Evaluate rules/statutes of clubs applying to join Felis Britannica, and advise the Executive Committee accordingly.
- h) Responsible for distribution of any changes to Members Clubs.

Article 5. Membership

5.1 Any non-profit making club organised for the purpose of holding or managing cat shows and/or any other purposes consistent with those of Felis Britannica may apply for membership.

- a) The club may apply to be either a Full Club or an Affiliate Club:
 - i) Full Member Clubs pay a full membership fee, as specified in 5.15. The club has full voting rights, as specified, may hold shows subject to being granted a licence by the Federation, may choose to do registration checking subject to agreement/licence by the Federation. The club may process title validations, subject to a license being granted. The club may use the FIFe logo and the federation logo on all its official publications. A Full Member Club may have full and associate individual members.
 - ii) Affiliate Member Clubs pay an affiliate membership fee as specified in 5.15. The club has NO voting rights and can only have associate individual members. It does not participate directly in federation business. Affiliate Member Clubs gain the right to claim to be part of Felis Britannica, use the Felis Britannica & FIFe logos, be promoted by Felis Britannica and at the discretion of the Show Commission hold shows. An Affiliate Member Club may apply to become a Full Member Club whenever it wishes, providing it meets the criteria and pays the correct fees.
- b) 'Member Club' refers to Full Member Clubs only. 'Club' refers to both Full Member and Affiliate Member Clubs.

5.2 Membership will only be considered after the Executive Committee receives a written application including:

- a) a copy of the club's Rules and Regulations;
- b) A list of officers with their addresses;
- c) **a list of the names and addresses of all Full Members in good standing at the date of application** (*not applicable for affiliate clubs*);
- d) deleted;
- e) payment for the current year's fees and/or subscriptions which is refundable if applicant is not accepted;
- f) such other information as the Executive Committee may require.
- g) *The most recent financial statement (for member clubs)*

- 5.3 The club rules should include the following statements/information:
- a) That the club undertakes to follow the rules of Felis Britannica and FIFe.
 - b) That it is clear from the name of the club that it is a cat-club.
 - c) Where a club is geographically based, it must be stated which geographical region it is intended to represent.
 - d) Where a club is a speciality breed club, it must be stated which breed(s) the club intends to represent.
- 5.4 Correct applications with accompanying paperwork, shall then be submitted to the Executive Committee for consideration at the next scheduled committee meeting. Where information is provided or obtained that may be detrimental to the application being successful, the information will be provided to the applicant with enough time for the applicant to prepare a written rebuttal.
- 5.5 The Executive Committee will take the application into consideration after any further information that may be needed has been received.
- 5.6 The Executive Committee may only vote to accept the application for membership, vote not to accept the application for membership, or delay consideration pending receipt of additional information.
- 5.7 The Executive Committee may confer only probationary membership.
- 5.8 On successful application the Executive Committee shall grant probationary membership to the club. Full membership approval shall be considered at the following AGA, and shall be on the agenda for consideration. During the probationary period, the probationary club shall have the full rights of any Member Club, with the exception that they may not vote during an AGA until their membership has been approved.

- 5.9 Any application rejected does not prevent re-application. The Executive Committee shall give reasons as to why the applications was rejected and guidance as to what is required to assist in a future application being successful.
- 5.10 Applications will not be unreasonably withheld and the decision of the Executive Committee may be appealed to the AGA. Any such appeal must be received, in writing, by the General Secretary, in time to be included on the AGA agenda and circulated with the paperwork.
- 5.11 Individual memberships
- a) An individual member may be a Full Individual Member in one (1), and only one (1), Felis Britannica Member Club ensuring that they have only one vote in federation matters and they must declare which club they are a full member in.
 - b) Individual members may be associate members in as many clubs (full or affiliate) as they wish.
 - c) Individual associate members in all clubs will have voting rights on their own club's internal matters, but may not participate in votes relating to federation business.
 - d) An individual member who is a Full Member of any Felis Britannica Member Club is also a member of FIFe, and subject to FIFe rules and regulations.
 - e) **All individual members that are officers of FB and /or its member clubs must register all kittens with FB.**

5.12 Resignation of membership

- a) If a Member Club wishes to resign their membership of Felis Britannica, they may do so but confirmation must be addressed in writing to the Executive Committee, the resignation is then effective immediately on receipt, and all subscriptions/fees paid will be forfeit.
- b) Resignation of individual members can only be dealt with by each Member Club concerned.
- c) Where an individual member resigns their full membership in one club, in order to join another club as a full member, a resignation form must be completed and submitted to the member's current

club. The club shall stamp & sign the form, and return it to the member who must pass the completed form to their new club to finalise the transfer.

- d) The resignation form must be completed and returned by the existing club, the member transferring and the new club within seven days of receipt. **The resignation form once completed by all parties, should be forwarded to the General Secretary by the new club within seven days**
- e) This article does not apply to international transfers
- f) No club shall offer financial incentives, positions with clubs or instigate, via verbal or written communication, transfer of membership from one club to another.

5.13 deleted

5.14 deleted

5.15 Membership and membership lists

Each Member Club must no later than the 15th January: Forward a list detailing the name and postal address for each individual member to the General Secretary of Felis Britannica

Each Member Club must no later than the 31st January:

- a) Pay a membership fee previously determined by an AGA.
- b) The basic fee is equal to the fee for 55 individual members.
- c) Clubs that have more than 25 members pay the basic fee for the first 25 members and an additional fee equal to the individual membership fee for each member from the 26th onwards.
- d) deleted

Each Affiliate Club must no later than the 31st January:

- e) Pay a club membership fee previously determined by an AGA.

5.16 Lapsed and terminated membership

- a) Any club that has terminated its membership, or allowed membership to lapse, without settling all outstanding monies owed to FB, may not renew its membership until all such debts are settled in full, or some other arrangement had been reached with FB.

- b) Individual committee members of any club subject to 5.16b may not hold a committee or officer position within FB, or any FB club, until all club debts are cleared.

5.17 New full member clubs applying to join Felis Britannica should submit their most recent financial statement to demonstrate that they are financial viable, and existing full members clubs are asked to demonstrate, by submission of independently examined annual accounts, that they continue to be financially viable, the determining criteria for which is set at the AGA each year. The submission from existing full members clubs is to be received by the 31st January.

If a club does not meet the set financial criteria, then the FB Treasurer, or person appointed by the EC, will attempt to assist the club improving their financial situation.

Article 6. Annual General Assembly

6.1 Felis Britannica's highest decision-making authority is the Annual General Assembly.

The Annual General Assembly is to be held once a year, at a place and time to be advised no later than 90 days prior to the date of the FIFE General Assembly. Felis Britannica's Executive Committee shall decide the place and timing.

6.2 Invitation to AGA

All proposals / documents that are to be discussed during the AGA should be included with the AGA agenda, an exception is the final accounts, these should be made available to the clubs no later than 14 days before the date of the meeting. A preliminary financial statement should be enclosed with the initial invitation.

6.3 Timescales

The date and venue of the AGA shall be notified to members no later than 90 days in advance. Members shall be invited to submit proposals and/or to nominate candidates to the Executive Committee, or any Commissions, no later than 60 days prior to the AGA. The General Secretary must receive such proposals and nominations no later than 35 days prior to the AGA.

The AGA agenda shall be dispatched to the clubs no later than 21 days prior to the AGA **and the clubs shall send an acknowledgement immediately upon receipt**

6.4 Proposals and rights of proposal at the Felis Britannica AGA

- a) Member Clubs, the Executive Committee and Felis Britannica's Commissions each have the right to submit three proposals for discussion during the AGA.
- b) Felis Britannica's Commissions have only got the right to submit proposals and suggestions that are of relevance to each Commission's own area of interest in accordance with their mandates issued by the Executive Committee.

c) Felis Britannica's Executive Committee has, in addition to the three proposals laid out above, also got the right to submit further proposals relating to the rules of Felis Britannica.

- 6.5 The Executive Committee shall every year invite the Member Clubs and Commissions to submit proposals to the AGA.
- 6.6 Any proposals to be discussed at the AGA should reach Felis Britannica General Secretary no later than 35 days prior to the AGA.
- 6.7 All proposals of the same nature/concerning the same thing shall to be dealt with together.
- 6.8 Proposals that are to be forwarded to the FIFe General Assembly must be clearly marked as such when submitted.
- 6.9 Only issues noted on the agenda may have a decision taken on them, the only exception is when an urgent issue under 'Any other business' receives the required majority.
- 6.10 The right to vote and the number of votes

Only Member Clubs may vote at the AGA. The number of votes for each club is dependent upon the number of Full Individual Members in each club, as declared to Felis Britannica annually.

10 - 25 one (1) vote

26 - 75 two (2) votes

76 - 150 three (3) votes

151 - 250 four (4) votes

251 + five (5) votes

- 6.11 Votes may not be made by proxy or by power of attorney to another party.
- 6.12 The AGA is able to make decisions based on the number of clubs that are members at such time as the date of the AGA is notified to the Member Clubs.

6.13 Decisions will be made by a show of hands with the sole exception of the election of officers when such decisions shall be taken with use of paper ballot. In order to protect this right to open voting, a 75% majority of members present and voting is required for any proposal that modifies this article (6.13)

6.14 Unless otherwise indicated, a simple majority decides votes.

6.15 Elections will be held for all vacant positions, where there are one or more candidates for a post. If a position is unopposed, then this shall be clearly stated in the AGA Agenda.

Elections require an absolute majority where there is only one candidate.

6.16 Decisions regarding new rules or changes to rules will come in to effect on the date agreed at that AGA and in accordance with 3.3.

6.17 Eligibility for Election

- a) Any Full Individual Member of any of the Member Clubs is eligible to candidature for a position on the Executive Committee, the Commissions and other posts of trust within the federation of Member Clubs.
- b) The Judges Co-Ordinator should be FIFe judges who are permanently resident in the United Kingdom and a member of one of Felis Britannica Member Clubs.
- c) At the end of their term of office, any Executive Committee or Commission member is eligible to stand for re-election. The General Secretary shall, no later than 90 days prior to the AGA, notify any officer that their term of office is drawing to an end, and ascertain whether or not they wish to stand for re-election for the post.

6.18 Participants at the General Assembly

- a) The AGA is made up from:
 - i) Delegates from Member Clubs
 - ii) The Executive Committee
 - iii) The Commission representatives

- b) The AGA may invite any person present to speak on a subject under discussion.
- c) The Member Club delegates have full rights to comment and decide on all matters.
- d) Only clubs that are Felis Britannica members before the January 1 of the year of the AGA may send representatives with voting rights.
- e) Member Clubs may send two representatives, one (1) delegate and one (1) advisor. The club's delegate shall vote on all proposals unless they are not present during the vote, in which case the advisor shall be eligible to vote in their absence.
- f) Members of the Executive Committee may not also represent an individual club at the AGA.

6.19 Notification of participation

Felis Britannica should be notified no later than seven days prior to the AGA of the name(s) of their delegate and advisor that will be attending.

6.20 Order of meeting

The AGA shall be opened by the President who will then determine that the meeting has been properly called. The meeting shall then elect a Chairman of the meeting, who shall oversee proceedings for the duration of the AGA, and a Secretary of the meeting to take minutes. At the close of the meeting the Chairman of the meeting and the Secretary of the meeting shall be deemed to have automatically stood down from their positions, and thanked on behalf of the Executive Committee

At the AGA the following issues should be dealt with and noted in the minutes:

- a) Call to meeting and determination of right to vote.
- b) Determine that the invitation to the meeting has been made in the proper manner.
- c) Determine the order of the meeting.
- d) **Election of chairman and secretary for the meeting.**

- e) Election of two people to ratify the minutes and two people to count the votes.
- f) Acceptance of previous AGA minutes.
- g) The Executive Committee (including advisory bodies and Disciplinary Commission) to summarise the activities of the past year.
- h) The financial statement for the past financial year.
- i) The Treasurer's summary of the financial activities of the Executive Committee during the past financial year and shall be verified by an external examiner.
The Executive Committee shall be discharged of their responsibility for the previous year's finances
- j) **Further issues regarding previous year's activities brought to the attention of the AGA.**
- k) Determination of subscription fees for the coming year
 - i) membership fees
 - ii) other fees
- l) **Determination of financially viable criteria**
- m) Decision about fees (to external examiner, consultants etc.)
- n) Presentation, of the activity plan of the federation for the coming year, together with the interim budget for the year ahead.
- o) Election of Officers and Committees:
 - i) Executive Committee
 - ii) Members of the Felis Britannica Commissions. One member for each Commission to be elected chairman.
 - iii) **External examiner.**
- p) Proposals received within allocated time to be dealt with.
Proposals received later than the advertised deadline will not be dealt with
- q) Any other business.
- r) Close of meeting.

6.21 No decisions that may have major financial impact on either the federation or its members may be decided upon unless they were included on the original agenda that was sent together with the invitation to the AGA.

6.22 Any proposal that is defeated at an AGA cannot be resubmitted the following year. This does not apply to proposals that are withdrawn or postponed.

6.23 Anyone may attend the AGA as an observer but may only make a contribution to the meeting if so invited as per 6.18b.

6.24 Elections

- a) All elections are for a mandate period of 3 (three) years.
- b) deleted
- c) deleted

6.25 Chairperson for the AGA

- a) During points 6.20a) to 6.20d) a person from the Executive Committee will serve as chairperson. If present, this shall be the President. For the rest of the meeting a person elected by the representatives at the meeting will serve as chairperson.
- b) Before the final vote on any agenda item is taken, the chairperson is to read out the full text of the item as it appears in the original form or, if it has been changed, state the changes from the original format. The vote is to be held directly after the reading of the item.

6.26 External Examiner

- a) The external examiner has the right to continual information about the finances of Felis Britannica; they may also at any time inspect any AGA and any committee meeting minutes as well as any other documents deemed relevant.
- b) The Treasurer should inspect the financial activities for the year and give to the Executive Committee a statement of accounts that should be included with the invitation to the AGA.
- c) **Each year the Executive Committee shall have an independent financial audit trail produced and submitted to the AGA for approval.**

6.27 AGA Minutes

Minutes from the AGA must be distributed to the Member Clubs no later than 62 days from the close of the meeting. If one of the persons elected to ratify the minutes, has not ratified them within 7 days of receiving them then they may be regarded as ratified providing the minutes have been signed off by the chairman of the meeting and the one remaining person elected to ratify the minutes.

6.28 Individual members

- a) The Member Clubs shall distribute the minutes of the Felis Britannica General Assembly to all Full Individual Members no later than 30 days after they have been received.
- b) The Member Clubs shall consult its membership with regard to proposals and nominations it wishes to take to the Felis Britannica AGA. At least 21 days notice shall be given.
- c) The Member Clubs shall distribute the Felis Britannica AGA paperwork to all its Full Individual Members and arrange a club meeting to discuss the forthcoming AGA, determination of the club's delegate plus advisor and the club's policy on the AGA proposals/nominations. **The meeting shall be held at such time and place as to make it possible for the largest number of members to attend. At least 21 days notice shall be given.** A copy of the notice of the meeting shall be sent to the FB General Secretary. FB shall have the right to send an observer to any club meeting. Clubs failing to comply with this statute shall forfeit the rights outlined in Articles 4,10b, 6.3 and 6.10.
- d) All documents and paperwork shall be available in electronic form.

6.29 Extraordinary general assembly

- a) The Executive Committee may call an extraordinary general assembly (EGA) at its own discretion.
- b) The Executive Committee is obliged to call an EGA when asked to do so by the external examiner to Felis Britannica or when Member Clubs with at least half the voting rights (as determined at the most recent AGA) request an EGA. Any demand for an EGA should be made in writing and must state the reason for the request.

- c) When the Executive Committee has received a request to hold an EGA they must call the meeting within 14 days and the meeting itself must be held within 30 days from the date when the invitation to the EGA is sent. The suggested agenda should be received by the Member Clubs no later than 14 days before the meeting.
- d) If the Executive Committee fails to call the EGA as set out above then the person/clubs requesting the EGA may do so themselves following the procedures set out above.
- e) The Member Clubs making the request shall pay the costs of calling and organising the extraordinary general meeting. If, however, the motion brought to the EGA is passed, then Felis Britannica will reimburse the Member Clubs all reasonable costs incurred.

Article 7. Membership Rules

7.1 Membership fee

If a Member Club has not paid its membership dues within thirty days of the due date, a reminder shall be sent allowing a further fourteen days for payment to be received. If after that date payment and/or any outstanding fees are still outstanding, the club will be considered suspended and will lose all its votes for the coming AGA. If payment is made after the 15th day the rights of voting will be restored at the next AGA but one.

7.2 Any club that has not paid their membership dues within twelve months of due date will be deemed to have relinquished their membership

7.3 All fees set will be valid from one AGA to the next.

7.4 Personal elections

In order that Felis Britannica should on the day be able to suggest a certain candidate for a particular post the candidate must be present at the AGA and declare themselves prepared to undertake the post.

Candidates not in attendance for the elections may be considered by the AGA if an apology has been given and the reason deemed acceptable to the AGA, the acceptance of said apology will be determined by paper ballot.

7.5 Update of rules and statutes

The Executive Committee is obliged to make sure that an up to date edition of the rules and statutes are issued every year.

7.6 Exclusion and suspension, definitions.

Exclusion: Any club that is excluded may not participate in any Felis Britannica activities.

Suspension: Any club or individual member that is suspended may not participate in any Felis Britannica activities for a stipulated amount of time.

- 7.7 Clubs deemed to be inactive may be suspended pending demonstrable action indicating the club is active. Inactivity will include, but not be limited to, failure to communicate with FB as expected, failure to respond to official communications as required, failure to provide updated membership lists as required, failure to process registrations in a timely fashion, failure to communicate with members etc.
- 7.8 Each member club shall send to the General Secretary within 2 days of the end of each month, a membership update in a method as required by the Executive Committee.
- 7.9 Each member shall send any official communication received from the General Secretary, if requested, to their entire membership within 7 days of receipt. Confirmation of distribution to the membership shall be sent to the General Secretary within seven (7) days of receipt by the member

Article 8. Annex

8.1 deleted

Revision History

Version 1.1	4 th February 2005
Article 3.6.c	addition
Article 4.6.a	'delegate' to replace 'surrender'
Article 5.13.c	addition
Article 6.15	addition of second paragraph
Article 6.20.i	addition of second paragraph
Article 8.1	treasurer and accountant amalgamated deleted
Version 1.3	5 th December 2005
Article 1.3	addition
Article 3.3 g	to become 3.3 g i)
Article 3.3 g ii)	addition
Article 4.1 a	removal of 'the chairpersons and the supplementary members'
Article 4.1 i	'until the next AGA' clarified, 'replace' changed to 'stand in for'
Article 4.10 c	H&W 'plus registrar and/or deputy registrar' to be added and S.C (3) plus (2)
Article 4.12	'AGM' to be removed and 'AGA' to be added
Article 5.1 a ii	reworded and to include 'and at the discretion of the Show Commission hold shows'
Article 6.3	Timescales added
Article 6.13	Decisions will be made by a show of hands is expanded
Article 6.18 a) iv)	Felis Britannica Accountants deleted
Article 6.19	'one 31' replaced with 'seven', 'number of representatives' replaced with 'names(s) of their delegate and advisor' and 'and who they are' deleted
Article 6.20 i	'accountant's' replaced with 'treasurer', 'and shall be verified by an external accountant' added
Article 6.20 n iii)	'one (1) internal accountant' replaced by 'external accountant'
Article 6.24 a	replace with 'All elections are for a mandate period of 3 (three) years
Article 6.24 b	Supplementary members are elected for one year deleted
Article 6.24 c	'the first president shall be in office for twelve months, but may stand for re-election' deleted.
Article 6.26 a	should read 'external accountants'
Article 6.26 b	accountants replaced with 'treasurer'
Article 7.1	clarified to include 'any outstanding fees'
Article 7.4	additional second paragraph
Article 7.7	addition
Version 1.5	14 th December 2007
Article 4.10 c	Change number of full Show Commission members to five (5)
Article 4.11 a	decision making changed to advisory.
Article 5.12 c	Added
Article 5.16	Added
Article 6.28 c	Added requirements regarding meeting timing, location, notification to FB and consequences of non-compliance.

Article 6.29 b Member clubs required changed from half the clubs to clubs with half the voting rights.

Article 8.1 Added

Version1.6 28th January 2009

Article 3.2 Financial year changed from calendar year

Article 3.5 Split into two sections

Article 4.1 a Size of EC increased to include Commission chairs

Article 4.1 b Commission deputies made an elected post

Article 4.1 d Definition of a quorate EC adjusted as a result of 4.1 a

Article 4.1 j Reworded

Article 4.1 k addition

Article 4.2 d v) Timescale added

Article 4.2 d vii) Add "using the DC process"

Article 4.2 e added as a result of 4.10 h

Article 4.4 e changed from nominated to elected

Article 4.10 d deleted

Article 4.10 e Add "apart from the DC which does not require Commission meetings".

Article 4.10 f amend from 4 to 3 as a result of 4.10 h

Article 4.10 h Move judges commission duties to EC until 2011

Article 4.11 Completely rewritten in line with new Disciplinary process

Article 4.14 exclude the DC from this clause

Article 5.12 d addition

Article 5.12 e addition

Article 5.12 f addition

Article 5.13 deleted

Article 5.14 deleted

Article 5.15 Deadline for membership list changed to January 15th

Article 5.15 d deleted

Article 5.17 added

Article 6.24 c deleted

Article 7.8 addition

Article 7.9 addition

Annex 8.1 deleted

Version1.7 31st January 2011

Article 4.2 e Deleted

Article 4.10 h Deleted

Article 4.10 j Deleted

Article 4.19 Addition appointment of Judges Co-ordinator

Article 4.20 Addition appointment of Rules Co-ordinator

Article 5.2 c Clarification for new affiliate clubs

Article 5.2 g Addition

Article 5.7 Addition of deadline for submission of club accounts and determination of criteria for financial viability

Article 5.11 e	Addition
Article 6.20 l	addition
Version1.8	July 2014
Article 4.1 l	Addition at 2011 AGA
Article 4.1 a, b, c	Amended to reflect the addition of the Registrar as an EC member at the 2012 AGA
Version1.9	July 2015
Article 4.1 c	Amended to clarify the requirements for the EC to be quorate
Article 4.2 d, iv	To reflect requirement for an external examination of the accounts rather than an audit. Auditor changed to External Examiner
Article 6.20 l, m, o	Amended in line with change to Article 4.2 d, iv
Article 6.26	Amended in line with change to Article 4.2 d, iv
Article 6.29 b	Amended in line with change to Article 4.2 d, iv
Article 4.10 c, f	Amended to reflect the current number of commissions and members of each
Version1.10	1 January 2020
Article 3.2	Amended to change the financial year to the same as the show year.