

# OCICATS INTERNATIONAL

## CONSTITUTION (Updated May 2010)



### 1) Name

This organization shall be known as OCICATS INTERNATIONAL, hereafter also known as OI.

### 2) Affiliation

Ocicats International shall be a non-profit organization affiliated as a subordinate of the Cat Fanciers' Association, Inc. and abide by IRS code 501(c) 7 governing Social Clubs. No part of any profit, dues, or donations to the club shall be used to the benefit of any member or individual.

### 3) Objectives

The objectives of this organization shall be

- (a) to promote the welfare of the Ocicat specifically and all cats in general
- (b) to work for the continued improvement of the Ocicat breed.
- (c) to educate those interested in owning, breeding, and/or exhibiting Ocicats to the merits of the breed.
- (d) promote the Ocicat breed specifically and other CFA recognized breeds, in general, to the public.

### 4) Membership

Membership shall be open to all those interested in working with and promoting the Ocicat breed.

#### i) Eligibility

- (1) Those interested in becoming members of OCICATS INTERNATIONAL, (OI), shall be considered eligible when they apply in writing/email to the club secretary
- (2) Applicants must have gained the confidence of one club member (sponsor) by demonstrating a keen interest in the Ocicat breed.

#### ii) Membership Dues

- (1) There are two (2) types of OCICATS INTERNATIONAL memberships:
  - (a) Associate Membership – receives newsletters and other OI literature  
\$15 – individual, \$20 – household, \$18/23 – overseas
  - (b) Voting Membership – receives newsletters and other OI literature, votes on club business, listing in OI directory of CFA breeders/exhibitors, eligible to serve as an Executive Officer of OI  
\$25 – individual, \$35 – household, \$28/38 – overseas



- (2) Membership dues are payable upon application for membership and then payable each year on January 1<sup>st</sup> for the ensuing year unless one has joined the club within sixty-five (65) days prior to this date. When this is the case, ones initial dues shall carry over for the next year.
- (3) Dues are to be mailed to OI Secretary along with completed membership application, if applying for membership.
  - (a) In the event that the executive board determines that electronic payments are acceptable,
    - (i) the Treasurer or other designate will notify the Secretary of dues receipt.
    - (ii) Any fees associated with an electronic payment will be the responsibility of the applicant
    - (iii) membership application hard copies will still be required to be on record with the Secretary
- (4) Should a member's annual dues not be paid by January 31<sup>st</sup>, of each year, the member(s) will be dropped from the mailing/membership list and OI directory until such time as another application is made, approved, and dues are paid.

## **5) Annual Meetings/Special Meetings**

Annual and Special meetings will be announced and a location will be designated. In lieu of meetings at designated locations, other forms of communication to include, but not limited to, letters, e-mails, and web lists, (hereafter referred to as Meeting Letters), may be used by the President of OCICATS INTERNATIONAL which will deal with current business and matters of interest. Meetings will be held at the discretion of the President. In the probable event that Meeting Letters are sent, in lieu of Annual or Special Meetings (due, no doubt, to geographical distribution of members), they will be sent to each member/household.

### **i) Attendance**

- (1) Attendance shall be noted at Meetings or a response shall be made via the chosen form of communication to the President's Meeting Letters which may often accompany a newsletter.
- (2) No response within the designated timeframe, usually one (1) week, will be recorded as "absent".

### **ii) Quorum**

The presence or response to Meeting Letters of one-half (1/2) of the voting members shall constitute a quorum.



**iii) Reports**

Reports shall be given from all officers of OCICATS INTERNATIONAL at the meeting or be sent to the President in time for publication in the Meeting Letters.

**6) Officers**

**i) Positions**

The officers and permanent committees of OCICATS INTERNATIONAL shall consist of President, Vice-President, Secretary, Treasurer, Membership Chairperson, and a Rescue and Donations Chairperson.

- (1) The Executive Board is made up of the President, Vice President, Secretary, and Treasurer.
- (2) No member may hold more than one Executive Board position at a time.
- (3) Officer and Chairperson term lengths will be for a period of two, (2), years and be elected every even numbered year. Elections will be held on or before April 1<sup>st</sup> of said even years.
- (4) Voting dates will be determined and members in good standing shall notify the Secretary of their intent to run for an office.
- (5) The Secretary shall:
  - (a) upon verification of member's good standing, list candidate on Ballot
  - (b) notify OI membership of the member's candidacy for a position
- (6) Voting will be by various, designated forms of communication such as, but not limited to, letters, e-mails, or list polls and hereafter be referred to as Ballots.
  - (a) Officer election ballots will be posted for two, (2), weeks prior to scheduled election date.
  - (b) Evaluation of the results of these Ballots will be recorded by the Secretary and certified by the officers of OCICATS INTERNATIONAL.
- (7) Secretary will notify membership of election results.

**ii) Duties**

## OCICATS INTERNATIONAL CONSTITUTION



- (1) The President is a member of the executive board and shall be managing head of the organization. The President:
  - (a) will preside at all meetings and will be responsible for MEETING LETTERS.
  - (b) directs the Secretary in matters of all official correspondence request and responses.
  - (c) shall be listed as the Responsible Party on Ocicats International's federal EIN.
  - (d) Shall be a co-owner, with the Treasurer, of the OI bank account and any other financial accounts which may be authorized by the organization.
- (2) The Vice-President is a member of the executive board and shall preside over Annual or Special meetings in the President's absence. The Vice-President:
  - (a) will preside over any special committees that may be convened from time to time by the executive board.
  - (b) will maintain all documentation and control of OI's internet domain.
  - (c) shall be responsible for website maintenance or the selection of someone to fulfill this duty.
- (3) The Secretary is a member of the executive board and shall keep an accurate record of all meetings and a file of all meeting letters and other organization related documents.
  - (a) The Secretary:
    - (i) assists the President in organizing meetings and writing the MEETING LETTERS.
    - (ii) handles all membership applications and collects dues which are forwarded to the Treasurer.
    - (iii) does all official correspondence for OI unless otherwise specified in this constitution or approved amendments to it.
  - (b) Additionally, the Secretary will maintain the OCICATS INTERNATIONAL group list and conduct polling as directed by the President.



- (4) The Treasurer is a member of the executive board and shall have custody of all monies of Ocicats International. The Treasurer:
- (a) shall account for, receive, and disburse monies as required to fulfill the commitments and obligations of OI as approved by the executive board.
  - (b) shall maintain an OI bank account and any other financial accounts which may be authorized by the organization, as a co-owner with the President, at a nationally available institution using OI's federal EIN.
  - (c) reimburse OI members for actual expenses - provided expenditure has been pre-approved by the executive board and:
    - (i) provides a benefit to all members of OI or
    - (ii) provides a benefit to a CFA recognized charitable activity or function
    - (iii) At no time will monies or properties, real or imagined, be transferred to an individual or group which would violate OI's inclusion under CFA's non-profit status as defined by IRS code 501(c)7.
  - (d) provide OI accounting records and reports to the Board as reasonably requested.
    - (i) An annual report shall be presented to the Board by January 31<sup>st</sup> of each year which will cover the previous financial year ending on December 31<sup>st</sup>.
    - (ii) Provide records and reports to the relevant lawful authority monitoring the conduct of non-profit organizations in accordance with provisions of the law.
- (5) The Membership Chairperson shall be responsible for coordinating member's efforts in promoting the club and recruiting new members.
- (a) Those persons who might be potential members can be referred to the Membership Chairperson, who will provide information about OI and introduce them to other club members.
- (6) The Rescue and Donations Chairperson shall be responsible for coordinating member's efforts in Ocicat rescue and interfacing with local, state, and national charitable organizations whose purpose is the rescue and welfare of our feline friends.

