



CAT OWNERS' ASSOCIATION OF WESTERN AUSTRALIA INC

CONSTITUTION

OFFICE

Royal Showgrounds, Claremont
PO Box 135, Claremont, WA. 6910
Tel: 08 9384 2500. Fax: 08 9384 2588
Email: coawa@bigpond.com

The aims and objectives of the Cat Owners Association of Western Australia Inc are to develop the breeding, showing and general understanding of the cat fancy.

Any enquiries should be directed to the office in the first instance, where assistance is readily available.

INDEX

1.	Name of the Association.....	1
2.	Definitions	1
3.	Office of COAWA.....	1
4.	Objectives of COAWA	1
5.	Powers	2
6.	Administration	2
7.	Powers of the Administrative Committee.....	2
7B	Panel of Judges	4
8.	Membership	4
9.	Application for Membership	5
10.	Register of Members	6
11.	Annual Subscriptions	6
12.	Resignation	6
13.	Privileges of Membership	6
14.	Affiliation	7
15.	Disqualification.....	8
16.	Appeals.....	8
17.	Composition of the Administrative Committee.....	9
18.	Election of Affiliated Club Delegates	10
19.	Elections	11
20.	Casual Vacancy.....	12
21.	Chairperson	12
22.	Secretary	13
23.	Treasurer	13
24.	Meetings of the Administrative Committee	14
25.	Annual General Meeting	15
26.	Special General Meeting	15
27.	General Meetings	16
27A.	Proxy Votes	16
28.	Auditor.....	17
29.	Constitution of COAWA	17
30.	Common Seal of COAWA	17
31.	Dissolution	18
	Record of Amendments to Constitution.....	19

CAT OWNERS' ASSOCIATION OF WESTERN AUSTRALIA INC.

CONSTITUTION

1. NAME OF THE ASSOCIATION

The name of the association shall be Cat Owners' Association of Western Australia (Inc) and shall hereinafter be referred to as COAWA.

2. DEFINITIONS

In this constitution, unless the contrary intention appears

- "affiliate"* means a club, society, association or other body affiliated with COAWA;
- "financial year"* means the period beginning on the first day of November in each year and ending on the thirty-first day of October the next following;
- "register"* means the register kept by COAWA for the purpose of registering cats in accordance with these Rules and such by-laws as made by the Administrative Committee from time to time;
- "registered cat"* means any cat qualified for registration and registered in the register;
- "recognised show"* means a show that has been sanctioned by the Administrative Committee of COAWA;
- "special resolution"* has the meaning given by section 24 of the Act;
- "the act"* means the Associations Incorporation Act 1987 of the State of Western Australia.

3. OFFICE OF COAWA

The office of COAWA shall be at such place as the Administrative Committee may from time to time determine.

4. OBJECTIVES OF COAWA

- 4.1. To promote in all ways general improvements in the standard, breeding and exhibition of pedigree cats.
- 4.2. To promote awareness amongst the members of the general public as to the responsibilities and care of all cats; promote the exhibition of non-breeding cats by the general public.
- 4.3. To represent the interests and rights of cats and cat owners to local governments, legislative bodies and other organisations.
- 4.4. To maintain a register of pedigree cats and their ownership in Western Australia.
- 4.5. To maintain a register of cattery prefixes in Western Australia.
- 4.6. To maintain a Standard of Points for the recognition and classification of pedigree cats in Western Australia.
- 4.7. To promote and enforce ethical conduct of breeders, exhibitors and members of the Association within Western Australia; and provide the means for amicable settlement of disputes.

- 4.8. To foster and promote cat shows and to protect the interests of exhibitors at recognised shows.
- 4.9. To determine the policies on any matter connected with or incidental to the showing of cats and the conduct of cat shows, including the definition of classes for shows, the award of certificates and other awards and titles.
- 4.10. To grant and determine the regulations and conditions for the titles and status of pedigree cats.
- 4.11. To recognise and promote the training of cat show judges and other officers and maintain a current list of approved judges and other officers.
- 4.12. To approve the appointment of judges, dates and venues for shows as submitted by affiliated clubs or groups.
- 4.13. To collect, verify and publish information relevant to cats and the breeding and exhibition of cats.
- 4.14. To subscribe to and become associated with or affiliated with any body whose objects are similar to COAWA.

5. POWERS

- 5.1. To raise, aid or contribute to the raising of funds for the use and benefit of the Association for any purpose considered advantageous to the objectives of COAWA.
- 5.2. The making of gifts, subscriptions or donations to any other organisation eligible under section 78(a)(1) of the Income Tax and Social Service Contributions assessment Act 1936-1964 of the Commonwealth of Australia.
- 5.3. To all such other things as may be incidental to the attainment of the objectives of COAWA.
- 5.4. The property and income of COAWA, however derived, shall be applied solely towards the promotions of the objectives of COAWA and no portion thereof shall be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objectives or where a member is a servant of COAWA.

6. ADMINISTRATION

The affairs and undertakings of COAWA shall be managed by the Administrative Committee as provided in Section 7 and Section 17.

7. POWERS OF THE ADMINISTRATIVE COMMITTEE

- 7.1. The Administrative Committee shall have the power to make, repeal, vary or add to any of the by-laws or regulations of COAWA, including the power to make regulations or Rules governing the holding of cat shows, the registration of cats, the admission of members and the appointment and duties of sub-committee of the Administrative Committees, subject to ratification by the general membership of COAWA at the next AGM or General Meeting, whichever comes first.
- 7.2. The Administrative Committee, in order to finance a project for the benefit of COAWA, shall have the power to borrow or lend funds of COAWA up to a combined total of five thousand dollars (\$5,000), subject to the action being approved by a resolution carried by a majority of seventy five per cent (75%) of the Administrative Committee and provided that such borrowing's or lending's do not occur more than once in any calendar year and each debt has been discharged before another can be raised.

- 7.3. The borrowing, raising or lending of any funds greater than the sum of five thousand (\$5,000) shall be in such manner and on such terms as may be directed by resolution passed at an Annual General Meeting or Special Meeting.
- 7.4. The Administrative Committee shall have the power to appoint sub-committees to deal with any matter and the recommendations of such sub-committees shall be voted upon by the Administrative Committee.
- 7.5. All acts done by the members of the Administrative Committee or a sub-committee duly authorised on their behalf, notwithstanding that it be subsequently discovered that the person or persons were ineligible to act on such sub-committee, shall be valid as if such person or persons were eligible to act on such sub-committee, provided that such acts do not contravene any other sections of this constitution.
- 7.6. Notwithstanding any other clause in this constitution, the Administrative Committee may suspend at any time the operation of the by-laws and regulations, or any part of them, for a period not exceeding thirty (30) days; any suspension of the by-laws and regulations exceeding 30 days must be approved by a majority of the members present at an Annual General Meeting or Special General Meeting called for that purpose.
- 7.7. (a) The Administrative Committee shall have the power to recommend the annual subscriptions payable by the members of COAWA subject to the action being endorsed by a majority vote of the members present at an Annual General Meeting or a Special General Meeting.
- (b) The scale of charges for services by COAWA to the members of COAWA and to other persons and associations shall be determined by the Administrative Committee.
- 7.8. The Administrative Committee shall have the power to employ or engage servants or workers and to pay appropriate remunerations and to delegate to same such duties and functions as prescribed by the Administrative Committee from time to time.
- 7.9. The Administrative Committee shall:
- (a) Keep or cause to be kept all books of account of COAWA;
- (b) Keep or cause to be kept minutes of all meetings;
- (c) Keep or cause to be kept and maintain the register of affiliated bodies, the register of members, the register of cattery prefixes, the register or cats, the record of litters and the change of ownership of cats in such manner as may be prescribed the Administrative Committee from time to time.
- (d) Pay or cause to be paid moneys of COAWA into a bank or other approved financial institution.
- 7.10. The Committee may not approve any expenditure on behalf of the Association for any specific purpose totalling more than 20% of the working account balance of COAWA. If the need for expenditure of a greater amount arises, then this must be approved by the majority of members present at an Annual General Meeting or Special Meeting called for that purpose. This excludes the running costs of the Association, and costs that may arise under s7.2, s7.3, s7.8, and s7B. Monies in the COAWA investment account(s) can only be transferred, withdrawn and spent subject to approval by the majority of members present at an Annual General Meeting or Special Meeting call for that purpose.

7B. PANEL OF JUDGES

The panel of Judges operates under the rules of COAWA, by the Show Rules of COAWA and judge according to the Standards of Points adopted by COAWA but the Panel is an independent body and is NOT sub-committee of COAWA.

Information relevant to judging or judges shall be referred to the Panel of Judges for discussion and their recommendations. If the Administrative Committee cannot agree with the Judge's recommendations, the matter shall be referred back to the panel for reconsideration and the reasons for non-agreement shall be stated.

The Judges shall be responsible for the screening and acceptance or rejection of applicants for Judge's training, for the training of successful applicants and the method of training such applicants.

The Judges shall be responsible for updating the Standards of Points and shall recommend the adoption of new Standards.

Arrangements and format of meetings held by the Panel of Judges shall be left to the Judges themselves. They shall keep the Administrative Committee informed of any relevant decisions, alteration of previous decisions and any other relevant information.

The Administrative Committee shall fund the attendance of one or two delegates, at least one of whom should be a COAWA All Breeds Judge at the Association's National Control Council Annual General Meeting, on alternate years, if required, or when a matter(s) at such meetings is of significant importance to COAWA.

8. MEMBERSHIP

8.1. **Ordinary (single) membership** shall be open:

- (a) To any person over the age of 18 years and resident in Western Australia, provided that he or she is a breeder or owner of a live cat.
- (b) At the discretion of the Administrative Committee any person who is considered to have special qualifications of benefit to COAWA;
- (c) Membership shall be open to persons who are resident in Western Australia but who are not members of any other cat registering body either within the State or Interstate. This does not preclude Associate Membership of another cat registering body. Associate membership shall be open to persons within the State or outside Western Australia in accordance with Section 8.8(b).

8.2. **Ordinary double membership** shall be open to any two persons under the same conditions as apply in 8.1(a) provided that they are: a married couple or two adults living in the same household, or the two persons nominated as the representatives of a commercial cattery, firm or company and provided they are both over the age of 18 and reside in Western Australia at the time of joining, and includes all the rights and privileges of ordinary (single) membership except that the partnership shall be treated as a single membership for the purposes of notices, magazines and mail.

8.3. Ordinary membership in the name of a cattery, firm or company may be applied for under the same conditions as apply in 8.1 and the said cattery, firm or company shall nominate in writing either one or two persons who may exercise the rights and privileges of membership. The annual subscription payable shall be for a single subscription when one person is nominated and for a double subscription when two persons are nominated.

- 8.4. Where a representative of a company is to sign documents on behalf of the company, an extract of the relevant minute of the meeting of directors of the company that appointed him/her to sign in that capacity must be submitted to the Administrative Committee and must be signed by the Chairperson and Secretary of the Meeting.
- 8.5. Any person may be nominated in writing for Honorary Life Membership by any financial member of COAWA. The nomination shall be considered by the Administrative Committee and if approved, submitted to the next Annual General Meeting for election
- 8.6. Honorary Life Members shall be:
- (a) Exempt from payment of annual subscription and
 - (b) Entitled to all rights and privileges of membership.
- 8.7. Concessional pensioner membership shall be open to persons who are eligible for ordinary membership and who are carriers of a current pension card.
- 8.8. Associate membership shall be open to people in the following categories:
- (a) Who own sterilised pedigree or non-pedigree cats which may be exhibited; or
 - (b) He or she is considered by the Administrative Committee to have special qualifications that may be of benefit to COAWA.
- 8.9. (a) Junior membership shall be open to persons under the age of 18 years who qualify for ordinary membership.
- (b) Junior (double) membership shall be open to two persons under the age of 18 who qualify for ordinary membership and who reside in the same household.
- For the purposes of notices, magazines and mail the double membership shall be treated as a single membership.
- 8.10. Associate and Junior members shall enjoy all the rights and privileges of membership except:
- (a) The right to vote and to stand for office; and
 - (b) The right to own a cattery prefix and to breed registered cats unless in partnership with an ordinary member.

9. APPLICATION FOR MEMBERSHIP

- 9.1. Application for membership must be made in writing and must be accompanied by the first year's subscription together with such nomination fee as determined by COAWA from time to time and an undertaking signed by the applicant(s) to the effect that, on being accepted as a member, he/she will abide by the constitution, by-laws and regulations of COAWA.
- 9.2. Where the application is for Junior membership by a person(s) under the age of 18 years, the date of birth of such person(s) shall be provided.
- 9.3. Membership of COAWA will be granted in the same name as the registered ownership of the cat(s).
- 9.4. The Administrative Committee shall have the power to refuse application for membership without assigning reasons.

10. REGISTER OF MEMBERS

A register of names and addresses of members shall be kept in the office of COAWA and shall be open to inspection by any member and the member may make a copy or take an extract from the register but shall have no right to remove the register for that purpose.

11. ANNUAL SUBSCRIPTIONS

- 11.1. The annual subscriptions as determined by COAWA in accordance with section 7.7 shall be payable by the first day of November each year.
- 11.2. Notice of current subscriptions fees and the due date of payment shall be published prior to the due date.
- 11.3. Any person whose subscription shall be unpaid by the date of the Annual General Meeting shall be deemed to be an unfinancial and shall not be entitled to any of the privileges of membership.
- 11.4. Any person whose subscription shall be unpaid for three (3) months from the beginning of the financial year shall cease to be a member of COAWA.

12. RESIGNATION

Any person desiring to resign as a member of COAWA shall do so by written notice to the Secretary but no such resignation shall relieve any member from payment of any subscription in arrears or other moneys due by him/her to COAWA.

13. PRIVILEGES OF MEMBERSHIP

- 13.1. On becoming a member of COAWA, the applicant shall the rights and privileges of membership whilst he/she shall remain a member and such privileges shall include:
 - (a) The right to attend and vote at any general meeting of COAWA upon attaining the age of 18 years and having been a member for at least four (4) months;
 - (b) The right to be nominated for election as a member of the Administrative Committee of COAWA upon attaining the age of 18 years and having been a member of COAWA for at least twelve (12) months;
 - (c) Upon attaining the age of 18 years, the right to nominate a member for election to the Administrative Committee of COAWA and to nominate Honorary Life Members;
 - (d) The right to register a cattery name;
 - (e) The right to register litters born in Western Australia;
 - (f) The right to lease a cat that is eligible for resignation;
 - (g) The right to re-register cats born outside Western Australia;
 - (h) The right to nominate himself/herself as a candidate judge for the purpose of entering the Judge's Training Course as approved by COAWA;
 - (i) The right to receive reduced costs as may be offered to members of COAWA;
 - (j) The right to appeal against disqualifications and penalties;
 - (k) The right to attain the position of executive members of affiliated clubs.

14. AFFILIATION

- 14.1. Any club or association having not less than 20 members, bona-fide established for the purpose of breeding, exhibiting, judging or the care of all cats may apply for affiliation with COAWA.
- 14.2. In accordance with section 7.7, COAWA may from time to time determine an affiliation fee payable by such applicants for affiliation and each year's affiliation fee shall be payable in advance by the first day of November.
- 14.3. Any Affiliate that shall fail to pay an affiliation fee prior to the thrifty-first day of December of the year shall be deemed to be unfinancial until otherwise determined by the Administrative Committee and shall not have the privileges of this Constitution but shall be subject to all obligations an Affiliate.
- 14.4. Any club or association desiring to resign as an Affiliate of COAWA shall do so by written notice to the Secretary but no such resignation shall relieve any Affiliate from payment of any fees in arrears or other moneys due by it to COAWA.
- 14.5. An application to become an affiliated club of COAWA shall be made in writing, signed by the Secretary of the applicant and addressed to and lodged with the Secretary of COAWA not less than 90 days before that year's Annual General Meeting and shall be accompanied by:
 - (a) A copy of the Applicant's Constitution;
 - (b) A statement signed by the President and Secretary of the applicant stating that the applicant has a membership of at least 20 members of which only 5 may be junior members;
 - (c) An undertaking in writing signed the President and Secretary of the applicant that, upon it's admission as an affiliated club of COAWA, the applicant will thereafter immediately following each of its Annual General Meetings furnish to COAWA a statement that the affiliate's accounts have audited and giving a list of current office bears.
- 14.6. Each applicant for full affiliation shall be treated on its merits and the Administrative Committee may approve or reject such application; however, in the event of dispute the applicant shall have the right to appeal to an Annual General Meeting of COAWA.
- 14.7. Affiliation, if granted, shall be for a probationary period of twelve (12) months or at the discretion of the Administrative Committee.
- 14.8. The affiliate must apply to COAWA after the probationary period if seeking full affiliation.
- 14.9. At the discretion of the Administrative Committee, any cat club which fails to become an incorporated association within 12 months of full affiliation having first been granted, may have its affiliation suspended until such time as incorporation has been achieved.
- 14.10. Executive members of affiliate clubs must be members of COAWA.
- 14.11. Each and every affiliate shall be bound by the Constitution, By-laws and Regulations of COAWA and shall observe the provision thereof.

15. DISQUALIFICATION

- 15.1. Any member of COAWA may be disqualified by the Administrative Committee if, in the opinion of the Administrative Committee, such person has been guilty of any conduct, or has done any act, which in the opinion of the Administrative Committee is

discreditable, dishonourable or undesirable, or likely to be injurious or to bring discredit to COAWA.

- 15.2. The Administrative Committee shall have the power to disqualify for life or for any period of time, or determine specific provisions to modify the effect of any disqualification imposed by the Administrative Committee, and may subsequently remove or modify the effect of any disqualification, or it may in lieu of disqualification, impose a fine not exceeding five hundred (\$500) dollars.
- 15.3. The Administrative Committee shall have the power to remove a disqualification on the compliance of any condition or conditions imposed as part of or consequent to the disqualification.
- 15.4. Before disqualification or any other penalty is imposed, the person charged shall be given the opportunity to answer the charge and shall be given not less than thirty (30) days notice of the Administrative Committee meeting at which the matter will be considered. Notice in writing giving details of the charge and the time, date and place of the Administrative Committee meeting shall be sent by registered letter addressed to the person concerned at his/her last known place of abode or business and this shall be deemed to have been served forty-eight (48) hours after being posted.
- 15.5. The person so charged having been given reasonable opportunity to answer the charge at the Administrative Committee meeting referred to in rule 15.4, the decision of the Administrative Committee reached at that meeting shall be forthwith communicated to the person charged.
- 15.6. Unless the member so disqualified has appealed the decision in accordance with Section 16, the decision of the Administrative Committee takes effect fourteen (14) days after the decision is communicated to him or her.
- 15.7. In the event of an appeal, any decision of the Administrative Committee shall not come into effect until the decision is confirmed by the Appeals Panel.

16. APPEALS

- 16.1. Any question and or dispute whatsoever arising out of this Constitution or for which no specific ruling is herein provided shall be referred to the Administrative Committee and in the event of further dispute, the matter shall be referred to a Special Meeting of the members of COAWA called for that purpose and the decisions of the Special Meeting shall be binding on the Administrative Committee.
- 16.2. At each Annual General Meeting of COAWA, the members present shall elect five (5) members to form an Appeals Panel.
- 16.3. A member of the Administrative Committee of COAWA shall not be eligible to serve on the Appeals Panel.
- 16.4. A quorum of the Appeals Panel shall consist of three (3) members.
- 16.5. Members elected to the Appeals Panel shall serve for a period of one (1) year and those members shall be eligible for re-election for a maximum of three consecutive years.
- 16.6. The Administrative Committee shall have the right to appoint an advocate to present its case to the Appeals Panel.
- 16.7. The members of the Appeals Panel shall elect from within their ranks a Chairperson and a Vice-Chairperson and the event there being a tied vote on any matter before the Appeals Panel, the Chairperson shall have a casting vote in addition to his/her deliberate vote.

- 16.8. If for any reason the Chairperson and the Vice-Chairperson should be unable to fulfil their duties on the Appeals Panel, then the members of the Appeals Panel shall elect from within their ranks a member who shall act as Chairperson until such time as the Chairperson or the Vice-Chairperson is able to resume his/her duties.
- 16.9. If a casual vacancy should occur on the Appeals Panel, then that vacancy shall be filled by a nominee appointed by the Administrative Committee of COAWA and such appointment shall remain in force until the next Annual General Meeting.
- 16.10. A member shall have fourteen (14) days in which to petition the Administrative Committee to refer any dispute to the Appeals Panel and any petition to the Appeals Panel shall be decided upon by the Appeals Panel within thirty (30) days of such petition having been received by the Administrative Committee.
- 16.11. Petitions received by the Administrative Committee shall be forwarded to the Chairperson or Acting Chairperson of the Appeals Panel and the Chairperson or Acting Chairperson may convene a meeting of the Appeals Panel at any time in accordance with Rule 16.10.
- 16.12. Rulings on disputes before the Appeals Panel shall be final and binding on COAWA and its members and such rulings shall be without recourse.
- 16.13. If the Appeals Panel has been unable to reach a decision within thirty (30) days of that petition having been received by the Administrative Committee, the decision shall be held in abeyance and dealt with at the next Annual General Meeting.
- 16.14. A member may withdraw an appeal at any time by writing to the Secretary of the Administrative Committee.
- 16.15. Any decision of a disciplinary nature, made by the Administrative Committee, in accordance with section 16 of COAWA Constitution shall be recorded and referred to by all subsequent Administrative Committees before consideration and acceptance of new membership applications.

17. COMPOSITION OF THE ADMINISTRATIVE COMMITTEE

- 17.1. The Administrative Committee of COAWA shall consist of the required number of members elected at the Annual General meeting and delegates from each fully affiliated cat club as determined by rule 17.2.
- 17.2. The Administrative Committee of COAWA shall consist of one delegate from each fully affiliated cat club and up to three elected independent members. A quorum at the Administrative Committee Meetings shall consist of at least 60% of the current standing Administrative Committee.
- 17.3. The Chairperson of the Administrative Committee shall give at least sixty (60) days notice in writing to all affiliated cat clubs of any changes to the number of delegates that each affiliated cat club may have on the Administrative Committee and those changes shall come into effect at the next Annual General Meeting.
- 17.4. If an affiliated cat club should fail to have at least one (1) delegate present at four (4) consecutive Administrative Committee meetings without prior approval of the Chairperson, then that club shall cease to be an affiliate of COAWA.
- 17.5. An affiliated club delegate may represent only one (1) affiliated club at any one time.
- 17.6. Each affiliate shall reflect his/her club's view when voting at the Administrative Committee meetings.

- 17.7. Each Administrative Committee member, whether an elected member or an affiliated club delegate may only serve on the Administrative Committee for a maximum of three (3) consecutive one (1) year terms and may not seek re-election for 12 months.
- 17.8. (a) The Chairperson shall be chosen by ballot from amongst the delegates and elected members of the Administrative Committee by the members of COAWA at the Annual General Meeting after the members of the Administrative Committee have been announced.
- (b) The members of the Administrative Committee shall elect from within their ranks a:
- (i) Vice-Chairperson
 - (ii) Secretary
 - (iii) Treasurer
- 17.9. All members of the Administrative Committee shall be ordinary members of COAWA.
- 17.10. No more than one (1) person from one household may serve on the Administrative Committee concurrently.
- 17.11. The Editor of COAWA magazine or newsletter shall be elected for a term of one (1) year by members present at the Annual General meeting from nominations received by the Secretary in accordance with section 19.
- (a) The Editor shall have the right to co-opt assistants to help with production and distribution of the magazine.
- (b) If the Editor is not a Committee member then he/she may attend Administrative Committee meetings but with no voting rights.

18. ELECTION OF AFFILIATED CLUB DELEGATES

- 18.1. Probationary affiliated cat clubs are not eligible to nominate delegates to the Administrative Committee of COAWA.
- 18.2. Each fully affiliated cat club having less than ten (10) ordinary members at the time of the Annual General Meeting of COAWA shall not be eligible to nominate delegate to the Administrative Committee of COAWA.
- 18.3. In accordance with section 17 of this constitution each affiliated cat club shall from within its own membership elect a delegate to serve on the Administrative Committee of COAWA with the name of the delegate as well as a list of the affiliate's current membership and a signed copy of the minutes shall be forwarded to the Secretary of the Administrative Committee not less than thirty (30) days prior to the Annual General Meeting.
- 18.4. (a) Delegates to the Administrative Committee will serve from Annual General Meeting to Annual General Meeting.
- (b) Any delegate replacing another during an Annual General Meeting to Annual General Meeting term shall only serve the remainder of that term and shall be deemed to have served for twelve months, subject to Rules 18.4(e) and 18.4(f).
- (c) An affiliated cat club may at any time withdraw and replace a club delegate providing that the affiliate forwards to the Secretary of the Administrative Committee the new delegate's name as well as a signed copy of the relevant minutes.
- (d) Replacement(s) of club delegates shall come into effect at the next meeting of the Administrative Committee.

- (e) If the time served by the replacement delegate to the Administrative Committee does not exceed three (3) months in any consecutive two (2) year period then this time shall not be counted towards the two (2) year term served by these delegates to the Administrative Committee.
 - (f) If the replaced or replacement delegate to the Administrative Committee goes on to serve even one (1) more month at any time after in the same consecutive two (2) year period, then the cumulative time served must be taken into account.
- 18.5. Any person holding the position of Recorder of COAWA shall not be a member of the Administrative Committee either as a club delegate or as an elected independent delegate. However, any financial member, including a club or independent delegate to Administrative Committee may work in the capacity as a volunteer in the COAWA office, subject to the approval of the Administrative Committee.

19. ELECTIONS

- 19.1. At each Annual General Meeting all positions shall be declared vacant and all retiring officers are eligible to stand for re-election subject to Clause 17.7.
- 19.2. Each person standing for election shall be nominated in writing by a financial member of COAWA, signed by:
- (a) The nominator and
 - (b) The nominee to signify his or her willingness to stand for election,
- and must be sent to the Secretary not less than thirty (30) days before that day on which the Annual General Meeting concerned is to be held.
- 19.3. Nomination is open to any financial ordinary member of COAWA who is over the age of eighteen (18) years and who has been a member of COAWA for at least twelve (12) months.
- 19.4. The Secretary shall ensure that notice of all persons seeking election to membership and the names of all delegates elected by clubs to the Administrative Committee is given to all members of COAWA with the notification of the Annual General Meeting at which the election is to be held.
- 19.5. If the number of persons nominated for election to membership of the Administrative Committee does not exceed the number of vacancies to be filled, those persons shall be declared as elected and if a less number of required candidates be received those nominated shall be declared duly elected and nominations to fill the remaining vacancies shall be called for at the Annual General Meeting and in the event of vacancies not being filled, the position shall remain vacant until the following Annual General Meeting.
- 19.6. If the number of nominations for election to the Administrative Committee exceeds the number of vacancies, an election by ballot shall be held and ballot papers shall be made available to all financial ordinary members present at the Annual General Meeting.
- 19.7. Upon written request to the Secretary or his/her duly appointed deputy, postal ballot papers shall be made available to the following financial ordinary members:
- (a) A member who is or will be outside a fifty (50) kilometre radius from the General Post Office, Perth, on the day of the meeting;
 - (b) Incapacitated or disabled member who supplies a doctor's certificate to this effect;

- (c) An ordinary member who is travelling interstate or overseas and will not be in the state at the time of the Annual General Meeting.
- 19.8. The ballot paper shall contain the names of all persons properly nominated and such names shall be in the order determined by lot drawn by the Returning Officer.
- 19.9. The ballot shall be conducted by the first past the post system and all vacancies must be voted upon.
- 19.10. The Administrative Committee shall appoint a Returning Officer who is not a member of COAWA and the Returning Officer shall appoint two (2) scrutineers at the Annual General Meeting to assist him/her in counting the votes.

20. CASUAL VACANCY

- 20.1. A casual vacancy occurs in the office of an elected Administrative Committee member that office becomes vacant if the Administrative Committee member:
 - (a) Dies;
 - (b) Resigns by notice in writing delivered to the Chairperson or Secretary;
 - (c) Is convicted of an offence under the act;
 - (d) Is absent for more than:
 - (i) three (3) consecutive Administrative Committee Meetings; or
 - (ii) three (3) Administrative Committee Meetings in the same year, of which he or she has received notice without tendering an apology to the person presiding at each of those Administrative Committee meetings or without having applied in writing for and been granted, leave of absence for each of those three meetings; or
 - (iii) ceases to be a member of COAWA.
- 20.2. When a casual vacancy of elected members occur at any time in an office of the Administrative Committee, the Secretary shall include notification thereof in the notice convening the next following Administrative Committee meeting and the Administrative Committee may at this meeting fill such vacancy. The nomination of such person must be made in writing and be signed by the nominee to signify his or her willingness to be appointed to the Administrative Committee and the nomination must be handed to the Chairperson prior to the commencement of the meeting.
- 20.3. Priority to fill the vacancy shall be given to the unsuccessful candidate with the highest vote from the elections at the Annual General Meeting.
- 20.4. The person appointed to fill the vacancy in an office of the Administrative Committee shall hold office until the next Annual General Meeting.

21. CHAIRPERSON

- 21.1. The Chairperson shall preside at all General Meetings and Administrative Committee Meetings.
- 21.2. In the event of the absence of the Chairperson, the Vice-Chairperson shall preside at the meeting and in the event of both being absent, a person elected by the Administrative Committee at an Administrative Committee Meeting or a General member at a General Meeting of COAWA shall preside at that meeting.

22. SECRETARY

- 22.1. The Secretary shall have the power to delegate any part of his or her duties or functions herein mentioned to a deputy as appointed and approved by the administrative Committee.
- 22.2. The Secretary shall:
- (a) Co-ordinate the correspondence of COAWA;
 - (b) Keep or cause to be kept full and correct minutes of the proceedings of the Administrative Committee and COAWA and those minutes, excluding confidential complaints, shall be made available to the members of COAWA;
 - (c) Comply on behalf of COAWA with:
 - (i) Section 27 of the Act in respect of the register of members of COAWA;
 - (ii) Section 28 of the Act in respect of the rules of COAWA;
 - (iii) Section 29 of the Act in respect of the record of office holders and any trustees, of COAWA.
 - (d) Keep or cause to be kept safely at the office of COAWA all books, documents, records and registers of COAWA, including those referred by section 23 to be kept and maintained by, or in the custody of, the Treasurer or his her duly appointed deputy; and
 - (e) Perform such other duties as are imposed by these rules or by the Administrative Committee on the Secretary.

23. TREASURER

- 23.1. The Treasurer shall have the power to delegate any part of his or her duties or functions herein mentioned to a deputy as appointed and approved by the Administrative Committee.
- 23.2. The Treasurer shall:
- (a) Be responsible for the receipt of all moneys received by or on behalf of COAWA.
 - (b) Pay or cause to be paid all moneys referred to in paragraph (a) into such account or accounts in the name of COAWA as the Administrative Committee may from time to time direct;
 - (c) Make payment from the funds of COAWA with the authority of a General Meeting or of the Administrative Committee of COAWA and in doing so ensure that all cheques are signed by any one of the two Administrative Committee members nominated by the Administrative Committee of COAWA in addition to himself or herself;
 - (d) Comply on behalf of COAWA with Sections 25 and 26 of the Act in respect of the accounting records of COAWA;
 - (e) Whenever directed to do so by the Chairperson or Administrative Committee, submit to the Administrative Committee a report, balance sheet or financial statement in accordance with that direction and upon request make available copies of the financial statements to any financial member of COAWA;
 - (f) Keep or cause to be kept safely at the office of COAWA all securities, books and documents of a financial nature and accounting records of COAWA, including those referred to in paragraphs (d) and (e); and
 - (g) Perform such other duties as are imposed by these rules or by the Administrative Committee on the Treasurer.

- 23.3. No person shall have the authority to incur any expenditure on behalf of COAWA except with the sanction of the Administrative Committee of COAWA.

24. MEETINGS OF THE ADMINISTRATIVE COMMITTEE

- 24.1. The Administrative Committee shall meet together or by electronic media for the dispatch of business not less than bi-monthly and the Chairperson may at any time convene a meeting of the Administrative Committee.
- 24.2. Each Administrative Committee Member has a deliberative vote.
- 24.3. A question arising at an Administrative Committee meeting shall be decided by a majority of votes but, if there is an equality of votes, the person presiding at the Administrative Committee meeting shall have a casting vote.
- 24.4. The method of voting shall be by show of hands unless a member of the Administrative Committee present shall request a ballot.
- 24.5. Subject to these rules, procedure and order of business to be followed at an Administrative Committee Meeting shall be determined by the Administrative Committee members present at the Administrative Committee Meeting.
- 24.6. Accurate minutes of the business of all Administrative Committee meetings shall be recorded and at the next Administrative Committee meeting such minutes shall be read, received for discussion and confirmation, or otherwise and the Chairperson of the meeting shall sign his or her name and the date of confirmation of the minutes.
- 24.7. After confirmation of the minutes, the Administrative Committee shall transact such business and discuss such matters as may be brought forward by the Secretary or his/her duly appointed deputy or by any Administrative Committee member present.
- 24.8. No resolution affecting By-laws or Regulations of COAWA shall be submitted at a meeting of the Administrative Committee unless fourteen (14) days prior to the meeting, a copy of the resolution has been lodged with the Secretary and his/her deputy.
- 24.9. If any matter of urgent importance has arisen which requires urgent discussions, a member may, with the consent of three-fifths (3/5) of the members present propose any motion without having given notice required.
- 24.10. An Administrative Committee member having any direct or indirect pecuniary interest referred to in Section 21 or 22 of the Act shall comply with that section.
- 24.11. (a) The Chairperson shall the right to call a Special Meeting of the Administrative Committee at any time.
- (d) Any three (3) members of the Administrative Committee shall have the power to petition the Chairperson or the Secretary to call a Special Meeting of the Administrative Committee.
- (e) The Administrative Committee members shall be notified of any Special Meeting of the Administrative Committee by the Secretary in writing posted to the last known address of each member in time to allow at least forty-eight (48) hours notice of such Special Meeting.
- 24.12. The Administrative Committee meetings shall be open to observation by any financial member of COAWA (however this may not be possible when meetings are being held by electronic means) provided that the member does not interrupt the meeting, notwithstanding than confidential complaints shall be dealt with in a closed meeting.

25. ANNUAL GENERAL MEETING

- 25.1. The Annual General Meeting of COAWA shall be convened within three (3) months from the thirty-first day of October on such date and at such place as the Administrative Committee shall determine.
- 25.2. Notice of such Annual General Meeting shall be given not less than fourteen (14) days prior to the date of the meeting to each member at his or her last known place of abode or business.
- 25.3. Notice of business for discussion must be lodged in writing with the Secretary or his/her duly appointed deputy at least thirty (30) days prior to the date of the Annual General Meeting and shall be placed on the Agenda for the meeting.
- 25.4. At all Annual General Meetings of COAWA no business shall be considered or discussed other than that which notice has been given in the circular convening the meeting, or any such business which, in the opinion of the Chairperson of the meeting, shall arise out of such business.
- 25.5. Twelve (12) financial members of COAWA shall constitute a quorum at an Annual General Meeting.
- 25.6. The order in which business of the Annual General Meeting is to be transacted is:
 - (a) Consideration of the Annual Report and the Annual Statement of Accounts;
 - (b) Notification of the names of club delegates;
 - (c) Election of the Administrative Committee members to replace outgoing Administrative Committee members;
 - (d) Election of Chairperson;
 - (e) Election of the Appeals Panel;
 - (f) Appointment of an auditor;
 - (g) Business as defined in Rules 25.3 and Rules 25.4
- 25.7. When questions of order of practice arise, the ruling of the Chairperson of the meeting shall be final in accordance with Standing Orders.
- 25.8. In the event of equality of votes on any question, the Chairperson shall have a casting vote in addition to his/her deliberate vote.
- 25.9. Annual General Meetings shall have the power to adjourn the meeting from time to time and from place to place, providing such adjourned meeting shall be reconvened within 30 days and there shall not be transacted at an adjourned Annual General Meeting any business other than business left unfinished or on the agenda at the time when the Annual General Meeting was adjourned.
- 25.10. All decision at such meetings shall be binding on the Administrative Committee.

26. SPECIAL GENERAL MEETING

- 26.1. A Special General Meeting of COAWA may be summoned by the Administrative Committee, the Chairperson, five (5) members of the Administrative Committee or on the written petition of not less than thirty (30) financial members of COAWA.
- 26.2. The summons to such Special meeting shall be by notice in writing stating the business proposed to be transacted.

- 26.3. The Secretary or his/her duly appointed deputy shall convene the said Special Meeting within twenty-one (21) days after receipt of the requisition for such meeting in accordance with Rule 26.1 and each member shall have posted to his or her last known address a circular summoning the said Special meeting not less than fourteen (14) days before the day appointed for such meeting.
- 26.4. At a Special Meeting of COAWA, no business shall be considered or discussed other than that which notice has been given in the circular convening the meeting, or any such business that, in the opinion of the Chairperson of the meeting, shall arise out of such business.
- 26.5. Thirty (30) financial members of COAWA shall constitute a quorum at a Special Meeting.
- 26.6. All decisions at such meetings shall be binding on the Administrative Committee.

27. GENERAL MEETINGS

- 27.1. A general meeting of all members of COAWA shall be convened at least once a year or more often if considered necessary by the Administrative Committee.
- 27.2. The purpose of such meetings shall be:
- (a) To discuss any business upon which the Administrative Committee may desire advice or guidance;
 - (b) Any matter that any member or affiliate wishes to have discussed and which
 - (c) Has been submitted in writing to the Secretary or his/her duly appointed deputy at least three (3) weeks prior to the date of the meeting for circulation to the members.
- 27.3. Notice of such General Meeting shall be given not less than fourteen (14) days prior to the date of the meeting to each member at his or her last known place of abode or business.
- 27.4. Any decision at such meetings shall be binding on the Administrative Committee providing that there is a quorum of thirty (30) members.

27A. PROXY VOTES

- 27A.1 Upon verbal or written request to the Recorder or any member of the Administrative Committee, proxy nomination forms shall be made available to ordinary financial members. The Administrative Committee has the right to send out proxy nomination forms with the agenda. Any financial member unable to personally attend an Annual General Meeting, Special Meeting or General Meeting may assign his/her proxy in writing to any other financial members provided that the written proxy shall nominate the proxy holder. These proxy nomination forms shall be lodged at COAWA Office at least 48 hours before the date of the meeting and be forwarded to the appointed Returning Officer.
- 27A.2 Each member is entitled to one (1) form.
- 27A.3 Proxies are not counted with members at the meeting as part of the required quorum.
- 27A.4 No more than two (2) proxies shall be carried by any member present and entitled to vote.

28. AUDITOR

- 28.1. At each Annual General Meeting of COAWA, the members present shall appoint a person who is a qualified as Auditor of COAWA.
- 28.2. If it is not possible to make an appointment at an Annual General Meeting, the Administrative Committee shall appoint an Auditor of COAWA for the then current financial year of COAWA.
- 28.3. If a casual vacancy occurs in the office of Auditor during the course of a financial year of COAWA, the Administrative Committee may appoint a person as Auditor and the person so appointed shall hold office until the next succeeding Annual General Meeting.
- 28.4. The Auditor shall from time to time audit the accounts of COAWA and shall certify the Balance Sheet and Statement of Accounts laid before the Annual General Meeting.
- 28.5. No Auditor or partner in such firm of auditors shall be a member of the Administrative Committee of COAWA.

29. CONSTITUTION OF COAWA

- 29.1. COAWA may alter or rescind the rules of the Constitution or make rules additional to these rules at an Annual General Meeting or at a Special Meeting summoned in accordance with Section 26.
- 29.2. A resolution to alter, rescind or add an additional rule or rules to the Constitution must be notified in writing to every member of COAWA at least fourteen (14) days prior to the date appointed for such meeting.
- 29.3. A proposed amendment to the constitution of COAWA shall have a seventy-five per cent (75%) majority vote of the members present and entitled to vote for it to come into force.
- 29.4. The rules of the Constitution bind every member of COAWA to same extent as if every member of COAWA had signed and sealed these rules and agreed to be bound by all their provisions.

30. COMMON SEAL OF COAWA

- 30.1. COAWA shall have a Common Seal on which its corporate name shall appear in legible characters.
- 30.2. The Common Seal of COAWA shall not be used without the express authority of the Administrative Committee and every use of the Common Seal shall be recorded in the minute book referred to in Section 22.
- 30.3. The affixing of the Common Seal of COAWA shall be witnessed by any two of the three persons appointed by the Administrative Committee as Seal Holders and the Administrative Committee shall have the power to remove a Seal Holder and appoint another Seal Holder in his/her place.
- 30.4. The Common Seal of COAWA shall be kept in custody of the Secretary.

31. DISSOLUTION

- 31.1. COAWA shall be deemed to have been dissolved if and when a Special Meeting of the members shall have been held to discuss the proposal and a ballot of those present and entitled to vote shall have been taken and in which ballot at least seventy-five per cent (75%) of the votes shall have been in favour of such dissolution.
- 31.2. Notice of the said Special Meeting of COAWA stating the business to be transacted shall be sent to each member by the Secretary or his/her duly appointed deputy not less than twenty-eight (28) days before the proposed meeting.
- 31.3. If, on the winding up of COAWA, there remains any property after satisfaction of the debts and liabilities of COAWA and the costs, charges and expenses of that winding up, that property shall not be paid to or distributed among the members of COAWA but shall be distributed to:
- (a) Incorporated associations having objects similar, wholly or in part, to the objects of COAWA;
 - (b) Some charitable or benevolent purposes which incorporated associations or purposes, as the case requires, shall be determined at or before the time of dissolution or winding up and in default thereof or if in so far as effect cannot be given to such determination then payment or distribution shall be determined by a Judge of the Supreme Court.

A SUMMARY OF THE SECTIONS OF THE “ASSOCIATIONS INCORPORATION ACT 1987 OF THE STATE OF WESTERN AUSTRALIA” RELEVANT TO COAWA CONSTITUTION.

Special resolution referred to in Section 2 of the Constitution.

A Special Resolution is a resolution that has been passed by not less than three-fourths of the members entitled to vote under the Rules of the Association at a General Meeting of which notice of the meeting included the intention to propose the Special Resolution.

Section 27 of the Act referred to in Section 22.2(c) of the Constitution.

Refers to the keeping and maintaining of an up to date register of the members of the Association and the members rights of access to that register.

Section 28 of the Act referred to in Section 22.2(c) of the Constitution.

Refers to the keeping and maintaining an up to date condition the Rules of the Association and the member's rights to access to those rules.

Section 29 of the Act referred to in Section 22.2(c) of the Constitution.

Refers to the maintaining of a record of the names and addresses of all office bearers, committee members, common seal holders and trustees of the Association and the members rights of access to these records.

Section 25 of the Act referred to in Section 23.2(d) of the Constitution.

Refers to the keeping of a correct record of financial transactions and the financial position of the Association such that true and fair accounts can be prepared and audited.

Section 26 of the Act referred to in Section 22.2(c) of the Constitution.

Requires that financial accounts of the Association be presented to the members at each Annual General Meeting.

Section 21 and 22 of the Act referred to in Section 24(10) of the Constitution.

Requires committee members to declare any direct or indirect pecuniary interest in any contract or proposed contract by the committee (this does not apply if the interest is by virtue of being an employee of the Association or if the person is purely a member of a class of person for whose benefit the Association exists). Such disclosures need to be recorded in the minutes and anyone with pecuniary interest cannot take part in any deliberation of decisions in respect of the contract.

RECORD OF AMENDMENTS TO CONSITUTION

Amended Nov 1993:	14.8				
Amended May 1994:	27A				
Amended Nov 1994:	17.11	18.4			
Amended Nov 1996:	8.2				
Amended May 1997:	18.5				
Amended Nov 1998:	8.9				
Amended Mar 2001:	7.1	7B	8	27A.3	27A.4
Amended Dec 2001:	16.15	17.2			
Amended Dec 2012:	7B	7.10	18.5		
Amended Dec 2016:	7.2, 14.8,	17.2,	17.7,	18.3,	24.1, 24.12

Reprinted November 2003

Reprinted January 2013

Reprinted January 2017