



CAT OWNERS' ASSOCIATION OF WESTERN AUSTRALIA INC

BY-LAWS

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1. MEMBERSHIP

Double Membership shall be limited to married couples, to two adults living in the same household, or to two persons nominated as representatives of a commercial cattery, firm or company as defined in Rule 8.3 and 8.4 of the Constitution. Joint ownership of a Cattery Prefix does not automatically entitle the prefix holders to Double Membership.

2. JUNIOR MEMBERSHIP

Persons under the age of 18 years may apply for Junior Membership. The Joining Fee and the cost of the Magazine shall be waived for intending Junior Members. However, on payment of the cost of the Magazine (included in the fees for other categories of membership) the Junior Member shall be sent each issue during his/her Junior Membership. (See also Articles 15 of By-Laws and 9 of the Constitution).

3. CONCESSIONAL MEMBERSHIP

The reduction of the annual subscription given for Concessional Double Membership shall be same as that given for Concessional Single Membership as determined annually by the Administrative Committee. Members claiming Concessional membership are required to include their current Pension Card Number with the application.

4. JOINING FEE

The Joining Fee is paid at the time of first joining COAWA.

On membership being granted, an Ordinary Member shall be forwarded the following:

- A copy of the Constitution
- A copy of Guide and Ethics for COAWA Cat Breeders
- A copy of Show Rules
- A copy of Rules for Breeding and Registering Pedigree Cats
- A copy of additional By-Laws
- A form for Application for Litter Record
- Three (3) forms for Application for Re-registration of a Cat/Kitten already registered in WA
- Three (3) forms for Application to Register a Non-Breeding Kitten
- Three (3) forms for Application to Register a Breeding Cat/Kitten
- A membership card

An Associate Member shall be forwarded:

- A copy of the Constitution
- A copy of Show Rules
- A copy of additional By-Laws
- Three (3) forms for Application for Re-registration of a Cat/Kitten already registered in WA
- A form for application for Identification Record of Companion Cat/Kitten
- A membership card
- Appropriate information leaflets as available.

Please note that should a Member require further forms, postage stamps sufficient in value to cover postage for these forms must be included with the order. Where possible COAWA's office will include forms in the envelope for other correspondence with the Member.

5. REGISTRATION NUMBERS FOR CATS/KITTENS

Cats and kittens registered by bodies recognised by COAWA shall retain the registration numbers given to them by such bodies and will contain the year of re-registration and the letters CO for breeding cats/kittens and COX for non-breeding cats/kittens.

A kitten transferred to a new owner with non-breeding status (i.e. to be desexed before, at or soon after the age of six months) shall not be accepted for competition in shows if it remains entire after the age of nine months unless the Breeder has requested its status to be changed to breeding.

6. TRANSFER OF OWNERSHIP

When transfer of ownership is effected at the same time as a kitten is individually registered, no charge will apply for recording the transfer of ownership. Transfer of ownership after the cat/kitten has been registered in the owner's name shall incur a charge equal to that charged for individual registration.

Application on the appropriate form for re-registration of a kitten/cat from interstate must be accompanied by a certified pedigree of the kitten/cat.

7. PEDIGREES

A pedigree supplied by the breeder for a Companion Pet Cat (i.e. not individually registered) must show the kitten's Litter Record number.

A certified pedigree of export certificate will be supplied by COAWA on application by the breeder/owner and payment of the designated fee. Certified and Export Pedigrees supplied by COAWA shall not bear the word "AUST" with the title of the cat.

Certified and Export Pedigrees supplied by COAWA shall be signed by the Recorder or a office volunteer as being correct from COAWA's records and shall bear COAWA's stamp.

8. CATTERY PREFIX

Registration of new Cattery Prefixes and transfer of existing Prefixes registered by another body will incur a charge fixed annually by the Administrative Committee but there shall be no charge for annual renewal of a Prefix registered by COAWA.

9. SUFFIX

A member who owns a breeding cat bred by someone else (and therefore with a Cattery Prefix different from his/her own prefix) may apply to use a Suffix consisting of the word "of" plus his/her own Cattery Prefix to indicate that the cat is now part of his/her breeding programme. The application for use of the Suffix shall be accompanied by the designated fee and, if approved, it shall be registered as part of the cat's name. The Suffix may be used on pedigrees issued by the breeder, in advertising by the breeder and in show catalogues but it shall not be used on official documents issued by COAWA. A certificate with the registration number of the Suffix shall be furnished by COAWA and this number should be quoted when the Suffix is used. On change of ownership of the cat, the Suffix shall be cancelled but the new owner may apply in the same manner as above for his/her own Suffix to be registered.

10. TITLES AND CAT OF THE YEAR COMPETITIONS

Certificates submitted to COAWA's office as proof for granting of a title shall be checked before the next meeting of the Administrative Committee and the entitlement shall be confirmed at that meeting.

The exhibitor of a cat which has been awarded a title higher than Grand Champion or Grand Premier shall be notified as soon as possible as the award is confirmed and may then use the title with the cat's name. Certificates of title for these higher awards may be held in COAWA's Office and presented to the exhibitors at the half-yearly General Meeting or at the Annual General Meeting, whichever is the nearer to the time at which the cat qualified for the title.

A competition for Best Entire Cat of the Year and Best Desexed Cat of the Year and any other such title shall be conducted by COAWA under rules recommended by the Panel of Judges and accepted by the Administrative Committee. The Administrative Committee shall appoint a member of COAWA to compile the points won during the year and a running score shall be printed in the magazine.

11. PARTNERSHIPS

Members who enter into partnerships with interstate breeders for the purpose of breeding pedigree cats may register the progeny with COAWA providing the shared Cattery Prefix is registered with COAWA and that one of the parents is registered with COAWA and the other with a registering body recognised by COAWA.

12. EXPERIMENTAL BREEDING COMMITTEE

A Committee for the purpose of guiding and advising breeders engaged in breeding cats experimentally shall be formed and shall have continuing existence. The Committee shall consist of such judges and persons with specialised qualifications as COAWA's Panel of Judges shall approve. Changes to the Committee shall only be made in consultation with the Judges' Panel and shall be reported to the Administrative Committee of COAWA for approval. In addition a qualified Veterinarian shall be asked at a convenient time to inspect kittens produced from Experimental Breeding Programmes so as to ensure the physical health and suitability of the breeding stock.

The Committee shall meet when necessary to discuss applications for Experimental Breeding Programmes, and to inspect kittens of six weeks and over which are produced from Experimental Breeding Programmes. Reports of such meetings together with the Committee's recommendations shall be forwarded to the Administrative Committee of COAWA.

13. SUB-COMMITTEES

The Administrative Committee may appoint sub-committees according to Rule 7.4 and 7.5 of the Constitution. Members appointed to represent COAWA on matters concerning the control of cats and cat breeding on committees formed by a government agency or any other such committee as the Administrative Committee approves shall have a continuing appointment but may resign their positions or be supplemented by other appointees.

A sub-committee to approve the judge(s) and date of a show shall be appointed at the beginning of each year to act in lieu of meetings of the Administrative Committee when the scheduled meetings do not allow adequate time for the club to make arrangements for a show.

14. MEETINGS OF COAWA

The first meeting of newly elected Administrative Committee shall be held immediately after the Annual General Meeting to elect from among their members a Vice-Chairperson, a Secretary and a Treasurer in order that the affairs of COAWA can continue without interruption.

All other meetings of the Administrative Committee shall be open to financial members of COAWA who shall attend as observers only, without licence to speak to the meeting or to vote on any subject.

Meetings shall be held according to the Standing Orders adopted by COAWA. Should the Chairperson rule that the meeting "go into committee" as a closed meeting, observers must obey directions to leave the meeting until this part of the meeting is concluded.

Accurate Minutes of each Administrative Committee meeting shall be made available to members of the Committee within one week of such meeting or as soon as possible thereafter. The Agenda for the following meeting shall be made available to Committee members as soon as practicable.

Alteration to COAWA's By-Laws may be proposed by a financial member for discussion at a General Meeting (see Rules 27 of the Constitution) but alterations to the Constitution may only be proposed according to Rule 29 of the Constitution at a Special Meeting or an Annual General Meeting.

As required by Rule 18.3 of the Constitution, a signed copy of the club meeting at which Club Delegate(s) have been elected to the Administrative Committee shall be sent to COAWA's Secretary. It shall be sufficient to send a copy of the relevant part of such minutes signed by the President and Secretary of the Club and with an addendum "to be confirmed at the next Club meeting".

15. NEWSLETTER AND MAGAZINE

An appropriate newsletter may be issued when necessary and may be sent to clubs to acquaint their members with matters under consideration and/or decisions made by the Administrative Committee.

The Editor of COAWA's magazine shall be elected each year at the Annual General Meeting and he/she shall exercise the normal editorial practice as to the composition of the magazine. The Editor shall have the right to co-opt assistants to help with production and distribution of the magazine. The Administrative Committee shall from time to time fix a price for the magazine and this shall be included in the members' subscription fee. Junior Members shall not have the price of the magazine included in their subscription fees unless they specifically ask for the magazine to be sent to them.

16. CORRESPONDENCE AND DOCUMENTS

All correspondence appertaining to COAWA business must be lodged with the COAWA office where it will be duly recorded as received. All inward and outward correspondence shall be appropriately filed after having been attended to by the Administrative Committee and/or the Recorder.

No original correspondence or document received by the office of COAWA (except overseas/interstate pedigree certificates of re-registered cats) is to be removed from the office or files. Should it be necessary for an Office Bearer, a member of the Committee or a member of a sub-committee to refer to any correspondence or document a photocopy shall be made for this purpose.

17. INSURANCE COVER, SHOW EQUIPMENT, JUDGING SLIPS

COAWA shall arrange insurance cover for volunteer workers at shows and the Administrative Committee shall review and renew this each year. A book to record the names of workers at each show shall be kept at COAWA's office and the show organisers shall obtain the book before the show and record the names of workers at the show and any injuries incurred at the show.

A First Aid box shall be made available to Show Secretaries for use at shows. Use of any of its contents shall be reported to COAWA's office for replacement (if necessary).

Show equipment owned by COAWA shall be made available to clubs on request. The Club's representative shall sign for the loan of the equipment and shall return it as soon as possible after the show.

Judging slips from shows shall be forwarded to COAWA's office with the marked catalogue and shall be retained there for three (3) months.