



### 1. NAME

Cat Federation of Southern Africa (hereafter referred to as CFSA), is a voluntary association of its members domiciled in Southern Africa and exists for the purpose of co-ordinating all aspects of CFSA in Southern Africa.

### 2. TERMINOLOGY

All words are giving their ordinary English meaning, as per the dictionary, unless such a definition would result in an absurdity, ambiguity or render the provision useless; in the event of such an occurrence the words must be interpreted to favour the member.

In the Constitution and the Rules, unless context indicates otherwise the following terms are defined as:

TERM	ABBREVIATION AND DESCRIPTION
Annual General Meeting	AGM, to be held for all CFSA members annually
Cat Federation of Southern Africa	CFSA, is a voluntary association of its members domiciled in Southern Africa and exists for the purpose of coordinating all aspects of CFSA in Southern Africa
Cat of the Year	COTY, an annual event held for the competition and announcement of the winner and placement of cat of the year finalists
Core Vaccines	This must include the primary 3-in-1 vaccine (Feline Panleukopenia, Feline Herpes Virus Infection, Feline Calicivirus Infection) as prescribed by the South African Veterinary Council)
Domestic Cat	Domestic cat (Felis catus) A domestic cat is a cat of mixed ancestry – thus not belonging to any particular recognized cat breed
Extra-ordinary General Meeting	EGM, to be held for all CFSA members, as and when required, to deal with urgent matters
Executive Committee	EXCO, the Executive Committee of CFSA
Gold and Ruby Show	GARS, presented simultaneously with the annual COTY event and announcement of the winner and placement of GARS qualifiers
Member	Any person, over the age of eighteen (18) years, who is a fully paid-up member of a CFSA affiliated club for a one (1) year period who has the right to vote on any matters presented to members at an AGM or EGM
Member Vote	Each fully paid-up member has one (1) vote on each topic at an AGM or EGM
National Cat Breeds Council	NCBC, a sub-committee of CFSA that controls and co-ordinates the activities of the CFSA affiliated cat breed groups, with the necessary knowledge and expertise to co-ordinate related matters, and cat breeds recognised by CFSA in accordance with the CFSA Breeder and Registration Rules
National Cat Clubs Executive	NCCE, a sub-committee of CFSA that controls and co-ordinates activities of all the CFSA affiliated cat clubs
National Cat Information Executive	NCIE, a sub-committee of CFSA that controls and co-ordinates the publication of official CFSA information and/or notifications
National Cat Judges Executive	NCJE, a sub-committee of CFSA that co-ordinates the activities of affiliated with CFSA judges, judging and the training and development of judges, in accordance with the CFSA Judges' Rules which has been adequately trained to enable the performance of this committee
National Cat Registrar	NCR, a sub-committee, or an individual member, of CFSA that manages the official CFSA registration system for the purpose of registering and recording of information for pedigreed and domestic cat(s)/kitten(s)
National Cat Show Executive	A NCSE, a sub-committee of CFSA that controls and co-ordinates the administration and official results of all shows hosted under CFSA's banner
Pedigree(d) cat/kitten	A cat/kitten bred to exhibit specific characteristics, in accordance with a specific cat breed's standard of points, as recognised by CFSA



Postal Vote	A vote sent by post and/or e-mail rather than cast in person not present at the AGM or EGM
Proxy Vote	A vote cast by one person as a representative of another person not present at the AGM or EGM that has been authenticated appropriately
Registrar	The person(s) appointed to co-ordinate and administrate the registration of pedigreed and domestic cat(s)/kitten(s) in their capacity as the NCR
Registration	The act of registering pedigreed or domestic cat(s)/kitten(s) in the CFSA registry by complying with all registration requirements as set out in the CFSA Breeder and Registration Rules
Rules	Refers to all the rules, guidelines and processes defined in official CFSA documents i.e. Show Rules and Guidelines, Breeder and Registration Rules, Judges' and Judging Rules, etc.
Southern Africa	All territories recognised by international law as that of Southern Africa
Veterinarian	A person duly qualified and registered with the South African Veterinary Council (SAVC)

### 3. OBJECTIVES AND FUNCTIONS OF CFSA

- 3.1. Strive to operate as an innovative leader in the cat fancy.
- 3.2. Promote the health and welfare of cat(s)/kitten(s).
- 3.3. Promote the interest of pedigreed and domestic cat(s)/kitten(s).
- 3.4. Provide an efficient and accurate registration facility for registering pedigreed and domestic cat(s)/kitten(s).
- 3.5. Operate with integrity and maintain the highest standards in CFSA.
- 3.6. Manage, control and co-ordinate all the affairs of CFSA through appointed officials and/or sub-committees (including but not limited to) registration, clubs, shows, breeding, judging and administration.
- 3.7. Consider, discuss and, if deemed necessary, pass alterations, amendments or additions to the CFSA Rules.
- 3.8. To act in matters inherent to cat(s)/kitten(s) and the ownership and/breeding of said cat(s)/kitten(s).

### 4. LEGAL STATUS

- 4.1. CFSA is a juristic person, including all the sub-committees held in the name of CFSA, independent of all its members.
- 4.2. The association will exist despite changes in its membership (perpetual succession).
- 4.3. All property and assets held by CFSA is for its own account; members have no claim to such property and assets.
- 4.4. CFSA may acquire rights and incur obligations and sue and be sued for and by itself independent of its members.
- 4.5. The power to decide whether or not to enter into and/or to defend litigation involving CFSA shall vest in the EXCO of CFSA.
- 4.6. CFSA EXCO has sole discretion to enter into or defend litigation involving CFSA.

### 5. MEMBERSHIP

- 5.1. A CFSA member is any person who is a fully paid-up member of a CFSA affiliated club and is eighteen (18) years or older.



- 5.2. A CFSA member is eligible to vote at a CFSA AGM after having been a fully paid-up member of a CFSA affiliated club for a minimum period of one (1) calendar year, i.e. from January to December of any given year.
- 5.3. A CFSA member is eligible at a CFSA EGM after having been a fully paid-up member of a CFSA affiliated club for a minimum period of one (1) calendar year in the preceding year and having a renewed membership in the year during which the EGM is taking place.
- 5.4. A CFSA member is eligible for election to any positions or sub-committees that the CFSA Constitution provides for, after having been a fully paid-up member of a CFSA affiliated club for a minimum period of two (2) consecutive calendar years, i.e. from January to December of any consecutive two (2) years.
- 5.5. Any fully paid-up member of a CFSA affiliated club, who is under investigation, or has been found guilty of contravening any CFSA rules and/or codes of ethics, will not be eligible for voting and/or election for any committee or position whatsoever. Any person who has previously found guilty and banned from CFSA will never be able to hold any position within CFSA.
- 5.6. A CFSA member is liable for the payment of fees related to CFSA services rendered.
- 5.7. A CFSA member must be loyal to CFSA and at all times act as a CFSA ambassador and endeavours to abide by the CFSA Constitution and Rules.
- 5.8. Membership entitles breeders and owners to the protection provided by CFSA, insofar as: they have committed no violation in respect of the CFSA Constitution and Rules.

## 6. AGM/EGM MEETINGS

- 6.1. All fully paid-up CFSA members, as defined in *point 5: Membership* above, may attend a CFSA AGM or EGM.
- 6.2. Only fully paid-up members, as defined in *point 5: Membership* above, are allowed to vote at a CFSA AGM or EGM.
- 6.3. The CFSA President shall preside at the CFSA AGM or EGM and in the event of a tied vote, shall have the casting vote. In the absence of the President the Chairperson will preside and will have the casting vote, in the event of a tied vote.
- 6.4. AGM:
  - 6.4.1. The AGM shall take place before the end of February annually.
  - 6.4.2. The notice convening the AGM shall be sent to all paid-up CFSA members at least thirty (30) calendar days before the date of the meeting via electronic communication.
  - 6.4.3. An AGM agenda, including all intended changes to be made at such an AGM and minutes of the previous AGM shall be sent to all paid-up CFSA members at least fourteen (14) days before the date of the AGM, via electronic communication.
- 6.5. EGM:
  - 6.5.1. EXCO may call for an EGM when a matter of urgency requires a vote.
  - 6.5.2. The notice convening the EGM (along with the matter/s of import) shall be sent to all paid-up CFSA members at least twenty-one (21) calendar days before the date of the meeting via electronic communication.
  - 6.5.3. An EGM called for by EXCO will have a fixed agenda that will be sent along with all supporting documentation to all paid-up CFSA members via electronic communication at least fourteen (14) days of such EGM.
- 6.6. Voting:
  - Matters on which will be voted includes, but is not limited to:
  - 6.6.1. EXCO election.
  - 6.6.2. Amendments to the CFSA Constitution and/or related rules of CFSA.



6.7. Voting Methods:

6.7.1. Proxy and Postal Votes:

Shall be applicable to fully paid-up CFSA members, as defined in *point 5: Membership* above, unable to attend the AGM or EGM in person.

6.7.2. Proxy Voting Process:

6.7.2.1. A fully paid-up CFSA member nominates another fully paid-up CFSA member, who will be in attendance at the AGM or EGM, by completing the Proxy Voting Form.

6.7.2.2. Both the Proxy Giver and Proxy Receiver must sign the Proxy Voting Form.

6.7.2.3. The completed and signed Proxy Voting Form must thereafter be submitted to the EXCO appointed Election Overseer, as indicated on the Proxy Voting Form.

6.7.2.4. Providing the Proxy Voting Form has been completed and signed by both parties, either party may submit the Proxy Voting Form.

6.7.3. Postal Voting Process:

6.7.3.1. A fully paid-up CFSA member completes and signs the Postal Voting Form.

6.7.3.2. The completed and signed Postal Voting Form must thereafter be submitted to the EXCO appointed Election Overseer, as indicated on the Postal Voting Form.

6.7.4. Proxy and Postal Vote Verification and Processing:

6.7.4.1. Proxy and Postal votes received at least forty-eight (48) hours prior to the commencement of the AGM or EGM shall be deemed valid and included upon verification, in the final vote count.

6.7.4.2. The Election Overseer will acknowledge receipt of Proxy and Postal Voting Forms and check for completeness and membership validity.

6.7.5. Election Process at the AGM or EGM:

6.7.5.1. A Vote Counting Panel will be appointed by EXCO, prior to the commencement of the AGM or EGM by means of official notice sent electronically; furthermore, such an appointed person may have no interest or associated interest in the position being voted on in the event that the vote being called for is that of an elected official.

6.7.5.2. Upon arrival at the AGM or EGM, CFSA members will be required to sign an attendance register which will be circulated by the CFSA Secretary.

6.7.5.3. The Election Overseer will validate membership against the attendance register, prior to the commencement of the AGM or EGM.

6.7.5.4. The Election Overseer will deposit the received Postal Voting Forms into the ballot box (kept by the Election Overseer), by counting the number of votes out before all convened members.

6.7.5.5. The Election Overseer will distribute blank voting forms to each CFSA member present and eligible to vote and the received Proxy Voting Forms to the nominated Proxy Receivers.

6.7.5.6. The CFSA members, present at the AGM or EGM, will cast their individual and Proxy votes (where they have been appointed) and deposit it into the ballot box kept by the Election Overseer.

6.7.5.7. Once voting has closed, the Vote Counting Panel will immediately leave the AGM or EGM and proceed with counting of the votes in a private location.

6.7.5.8. Once the votes have been counted and verified, the ballot box will be sealed and the panel will select a spokesperson to announce the result to the AGM or EGM attendees.

6.7.5.9. Disputes may only be raised directly after the announcement of the result at the AGM or EGM and before the closure of the AGM or EGM. A recount can only be enforced by a two-thirds majority vote of the AGM or EGM attendees.

6.7.5.10. No person other than the Vote Counting Panel shall have access to the ballots and the sealed ballot box shall remain in the possession of the Election Overseer until the finalization of the AGM or EGM. EXCO may pass a motion to destroy the ballots.

## 7. PROPOSAL FOR CHANGE

7.1. Proposals for change to the CFSA Constitution and/or Rules:

7.1.1. Shall be called for regularly from March each year, via electronic communication to all fully paid-up CFSA members, as defined in *point 5: Membership* above.



- 7.1.2. May be submitted by any fully paid-up CFSA member, as defined in *point 5: Membership* above, via the relevant CFSA sub-committee, namely: NCR, NCBC, NCJE, NCSE, NCIE or NCCE, before close of business on 31 October each year.
  - 7.1.3. The CFSA sub-committees must submit all received proposals to the CFSA Secretary, before midnight on 31 October each year.
  - 7.1.4. May be submitted by any EXCO member, to the CFSA Secretary, before midnight on 31 October each year.
  - 7.1.5. EXCO shall review and consider all received proposals during the first week of November each year.
  - 7.1.6. EXCO-approved proposals will be distributed by the CFSA Secretary during the second week of November each year to the relevant CFSA sub-committees for consideration and voting by their respective sub-committee members.
  - 7.1.7. The CFSA sub-committee members must submit their votes to their respective EXCO Executives, by close of business on 30 November each year.
  - 7.1.8. The CFSA sub-committee's EXCO Executive must be able to supply written proof of its respective sub-committee members' votes, if required.
  - 7.1.9. EXCO shall review and vote on accepted proposals during the second week of December each year.
  - 7.1.10. EXCO approved proposals will be collated by the CFSA Secretary and distributed to all fully paid-up CFSA members, as defined in *point 5: Membership* above, with the AGM documentation, as defined in *point 3: Meetings*, for consideration and voting at the annual CFSA AGM or EGM.
- 7.2. CFSA Member acceptance of changes to the CFSA Constitution and/or Rules:
- 7.2.1. Changes to the CFSA Constitution require the consent of a two-thirds of the fully paid-up CFSA members present at the AGM, as defined in *point 5: Membership* above.
  - 7.2.2. CFSA members, as defined in *point 5: Membership* above, present at the AGM, shall vote on changes to the CFSA Constitution by a show of hands.
  - 7.2.3. EXCO approved changes to CFSA Rules will be communicated for acceptance, to all fully paid-up CFSA members present at the AGM, as defined in *point 5: Membership* above.
  - 7.2.4. AGM-approved changes to the CFSA Constitution and accepted changes to CFSA Rules, shall take effect on 1<sup>st</sup> March of each year.

## 8. EXCO STRUCTURE

- 8.1. The governance and management of CFSA shall be vested in its EXCO.
- 8.2. No EXCO member should hold more than one (1) position on EXCO at any one time. In the event of an EXCO member holding more than one (1) position at any time, said person shall only be afforded one (1) vote at EXCO meetings.
- 8.3. CFSA member-elected positions:
  - 8.3.1. A President who shall be nominated and elected by CFSA members, every four (4) years and shall remain in office for the term, or until replaced by EXCO, or until replaced by a two-thirds majority membership vote, as defined in *point 4: EXCO Election* above.
  - 8.3.2. A Chairperson who shall be nominated and elected by CFSA members, every four (4) years and shall remain in office for the term, or until replaced by EXCO, or until replaced by a two-thirds majority membership vote, as defined in *point 4: EXCO Election* above.
  - 8.3.3. A Treasurer (who shall be suitably qualified) nominated and elected by CFSA members, every four (4) years and shall remain in office for the term, or until replaced by EXCO, or until replaced by a two-thirds majority membership vote, as defined in *point 4: EXCO Election* above.
  - 8.3.4. A Secretary (who shall be suitably qualified) nominated and elected by CFSA members, every four (4) years and shall remain in office for the term, or until replaced by EXCO, or until replaced by a two-thirds majority membership vote, as defined in *point 4: EXCO Election* above.
- 8.4. In the event of the resignation of either the President, Chairperson, Treasurer or Secretary during the term of office, EXCO shall have the power to co-opt a suitable person to complete the term of office with one (1) year probation, provided due cognizance is given to previous nominations for the positions.



8.5. EXCO appointed positions:

- 8.5.1. A Registrar who shall be appointed by EXCO, for a term of four (4) years (inclusive of a one (1) year probation period) and shall be eligible for re-appointment.
- 8.5.2. A NCSE Executive who shall be appointed by EXCO, for a term of four (4) years (inclusive of a one (1) year probation period) and shall be eligible for re-appointment.
- 8.5.3. A NCIE Executive who shall be appointed by EXCO, for a term of four (4) years (inclusive of a one (1) year probation period) and shall be eligible for re-appointment.
- 8.5.4. A NCBC Executive who shall be appointed by EXCO, for a term of four (4) years (inclusive of a one (1) year probation period) and shall be eligible for re-appointment.

8.6. EXCO-approved positions:

- 8.6.1. A NCIE Executive who shall be appointed by the NCIE sub-committee members, to the approval of EXCO, for a term of one (1) year and shall be eligible for re-election.
- 8.6.2. A NCCE Executive who shall be appointed by the NCCE sub-committee members, to the approval of EXCO, for a term of one (1) year and shall be eligible for re-election.

8.7. Co-opted EXCO appointed positions:

- 8.7.1. A maximum of two (2) additional members, to perform any function as is deemed necessary by EXCO, for a term of one (1) year and shall be eligible for re-appointment.

8.8. Fellow of CFSA:

- 8.8.1. A Fellow of CFSA, who may be nominated by EXCO at their discretion, as deemed worthy. Criteria for this position should be length of service and dedication to CFSA. A Fellow of CFSA has the right to attend EXCO meetings but has no voting rights. This nomination must be ratified at an AGM.

## 9. EXCO OBJECTIVES

- 9.1. To promote the health and welfare of CFSA registered pedigreed and domestic cat(s)/kitten(s).
- 9.2. To provide an efficient and accurate registering service to CFSA members.
- 9.3. To define standards for CFSA recognised cat breeds and institute rules and a code of ethics for CFSA registered breeders.
- 9.4. To institute rules and a code of ethics for CFSA judges, judging and the training and development of judges.
- 9.5. To institute rules and guidelines for the management of cat shows held under the banner of CFSA.

## 10. EXCO MEETINGS

- 10.1. The Chairperson shall preside at CFSA EXCO meetings and in the event of a tied vote, shall have the casting vote. In the absence of the Chairperson, the President will preside and shall have the casting vote.
- 10.2. EXCO shall meet as often as necessary, but at least twice a year.
  - 10.2.1. Meetings shall be scheduled and arranged by the CFSA Secretary via formal electronic mail no later than seven (7) calendar days on a date on which a quorum will be present.
  - 10.2.2. In the event that an EXCO member is unable to attend two (2) or more meetings in a year, EXCO should discuss and agree on a possible replacement of such a member, based on performance of all duties.
- 10.3. An EXCO meeting quorum shall be a minimum of two-thirds of EXCO members present at the meeting.
- 10.4. Voting at EXCO meetings shall be in the form of a show of hands by EXCO members present at the meeting and such voting shall be decided by an outright majority vote.



## 11. EXCO POSITIONS

This section of the CFSA Constitution details the duties of the various EXCO sub-committees and portfolios.

### 11.1. CFSA President

#### 11.1.1. Position Name:

CFSA President; the CFSA President is a single elected position.

#### 11.1.2. Role Description:

The CFSA President works in-conjunction with EXCO to further the association's objectives and represents CFSA on an official level. The President ensures that the organization's activities are compliant and in furtherance of its mission. He/she must be able to think strategically and be able to plan to align the organization and members. He/she must inspire and engage everyone to work for the betterment of the members and the cat fancy.

Anyone taking on this role must be committed to CFSA and must understand the scope of energy and time required to effectively do the job.

#### 11.1.3. Voting:

11.1.3.1. The CFSA President shall have one (1) vote at EXCO meetings.

11.1.3.2. In the absence of the CFSA Chairperson at an EXCO meeting, the CFSA President shall have the casting vote in the event of a tied vote.

11.1.3.3. The CFSA President shall have the casting vote at an AGM in the event of a tied vote.

11.1.3.4. The CFSA President shall have the casting vote at an EGM in the event of a tied vote.

#### 11.1.4. Roles and Responsibilities:

11.1.4.1. Presides at the CFSA AGM or EGM.

11.1.4.2. Presides at EXCO meetings, in the absence of the CFSA Chairperson.

11.1.4.3. Represents CFSA on an official level.

11.1.4.4. Furthers CFSA's objectives and identify potential growth opportunities.

11.1.4.5. Maintains the CFSA identity and image.

### 11.2. CFSA Chairperson

#### 11.2.1. Position Name:

CFSA Chairperson; the CFSA Chairperson is a single elected position.

#### 11.2.2. Role Description:

The CFSA Chairperson manages all official EXCO activities and works in conjunction with EXCO to further the association's objectives. The Chairperson must ensure that the Executive Committee functions properly, that there is full participation during meetings, all relevant matters are discussed and effective decisions are made. He/she must monitor that decisions taken at meetings are implemented.

Any person accepting this role must be dedicated to CFSA and recognise the responsibility and commitment required to effectively do the job.

#### 11.2.3. Voting:

11.2.3.1. The CFSA Chairperson shall have one (1) vote at EXCO meetings.

11.2.3.2. The CFSA Chairperson shall have the casting vote at an EXCO meeting, in the event of a tied vote.

11.2.3.3. In the absence of the CFSA President at an AGM/EGM meeting, the CFSA Chairperson shall have the casting vote in the event of a tied vote.

#### 11.2.4. Roles and Responsibilities:

11.2.4.1. Determine the necessity and frequency of EXCO meetings.

11.2.4.2. Presides at EXCO meetings.

11.2.4.3. Presides at the CFSA AGM or EGM in the absence of the CFSA President.





- 11.2.4.4. Represents CFSA on an official level.
- 11.2.4.5. Handles all EXCO related correspondence on behalf of EXCO.
- 11.2.4.6. Ensures that EXCO members carry out their responsibilities, as defined in the CFSA Constitution, and ad hoc responsibilities decided on at EXCO meetings.
- 11.2.4.7. Ensures that CFSA sub-committees operate within their authority, as defined in the CFSA Constitution.

### 11.3. CFSA Treasurer

- 11.3.1. Position Name:  
CFSA Treasurer; the CFSA Treasurer is a single elected position.
- 11.3.2. Role Description:  
The CFSA Treasurer manages all financial-related CFSA activities, including the CFSA sub-committees' finances. Any person accepting this role must be dedicated to CFSA and be equipped with the required financial qualifications and/or experience.
- 11.3.3. Voting:  
The CFSA Treasurer shall have one (1) vote at EXCO meetings.
- 11.3.4. Roles and Responsibilities:
  - 11.3.4.1. Manages all banking-related activities, including opening of an account and manages all transactional activities on behalf of CFSA.
  - 11.3.4.2. Keeps proper accounts of the income and expenditure of CFSA.
  - 11.3.4.3. Administers the CFSA assets and liabilities.
  - 11.3.4.4. Manages CFSA's financial affairs and the maintenance of financial records.
  - 11.3.4.5. Liaises with a selected independent auditing firm to conduct a financial audit.
  - 11.3.4.6. Manages EXCO approved sundry payments.
  - 11.3.4.7. Manages EXCO approved petty cash payments.
  - 11.3.4.8. Reconciles CFSA sub-committees' accounts.
  - 11.3.4.9. Reconciles CFSA members' accounts.
  - 11.3.4.10. Presents the CFSA financial statements at EXCO meetings and the AGM.

### 11.4. CFSA Secretary

- 11.4.1. Position Name:  
CFSA Secretary; the CFSA Secretary is a single elected position.
- 11.4.2. Role Description:  
The CFSA Secretary co-ordinates all secretarial functions of CFSA EXCO, i.e. keeping of minutes, arranging of meetings and archiving of the recorded meetings, any person accepting this role must be dedicated to CFSA and be equipped with the required secretarial skills and experience.
- 11.4.3. Voting:  
The CFSA Secretary shall have one (1) vote at EXCO meetings.
- 11.4.4. Roles and Responsibilities:
  - 11.4.4.1. Arranges EXCO meetings, as and when requested, with respect to date, venue and time.
  - 11.4.4.2. Compiles and distributes EXCO meeting agendas, at least seven (7) days prior to the meeting date.
  - 11.4.4.3. Compiles and distributes EXCO meeting minutes to EXCO members, within fourteen (14) days after the meeting date.
  - 11.4.4.4. Receives annual proposals for changes to the CFSA Constitution and/or Rules, from CFSA sub-committees and EXCO members.
  - 11.4.4.5. Collates the EXCO approved proposals for changes to the CFSA Constitution and/or Rules.
  - 11.4.4.6. Arranges the CFSA AGM or EGM, as per EXCO request, with respect to date, venue and time.
  - 11.4.4.7. Distributes the CFSA AGM or EGM notice, as defined in *point 3: Meetings* above.





- 11.4.4.8. Distributes the CFSA AGM or EGM documentation, as defined in *point 3: Meetings* above.
- 11.4.4.9. Compiles and distributes the CFSA AGM or EGM minutes to EXCO members, within fourteen (14) days after the AGM or EGM date.
- 11.4.4.10. Archives EXCO, AGM or EGM recorded meetings.
- 11.4.4.11. Distributes communication to CFSA members, as and when requested by EXCO.

#### 11.5. CFSA Registrar

- 11.5.1. Sub-committee Name:
- 11.5.2. National Cat Registrar; the NCR is a single elected position, namely CFSA Registrar. At EXCO's discretion, additional members may be appointed, to the approval of the CFSA Registrar.
- 11.5.3. Role Description:

The CFSA Registrar controls and co-ordinates all registration-related functions of CFSA. Any person accepting this role must be dedicated to CFSA, equipped with the required computing skill, genetic knowledge, people skills and must comprehend the scope of energy and time required to effectively do the job.
- 11.5.4. Voting:

The CFSA Registrar shall have one (1) vote at EXCO meetings.
- 11.5.5. Roles and Responsibilities:
  - 11.5.5.1. Manages all correspondence of NCR.
  - 11.5.5.2. Executes all applications for registrations as received.
  - 11.5.5.3. Ensures that proof of payment for any registrar services rendered.
  - 11.5.5.4. Maintains records, registers and files for all pedigreed and domestic cat(s)/kitten(s).
  - 11.5.5.5. Maintains records, registers and files for all catteries, breeders and breeding stock.
  - 11.5.5.6. Maintains records, registers and files for all transfers of ownership.
  - 11.5.5.7. Maintains records, registers and files for all cats' titles and pedigree updates for said cat(s)/kitten(s).
  - 11.5.5.8. Assists NCBC with registration-related enquiries.
  - 11.5.5.9. Manages CFSA Registration System upgrades and/or changes.
  - 11.5.5.10. Sends an updated list of CFSA registered breeders to NCIE for publishing on the CFSA website, before the end of February each year and/or when required.

#### 11.6. CFSA NCBC

- 11.6.1. Sub-committee Name:

National Cat Breed Council; the sub-committee of NCBC consists of a Breeds' Executive appointed by EXCO and who shall represent the sub-committee at EXCO level. Further members must be proposed by the Breeds' Executive and appointed to the approval of EXCO. Members of the sub-committee must consist of at least two (2) members, other than the Breeds' Executive and must be suitably experienced and qualified.
- 11.6.2. Role Description:

The CFSA Breeds' Executive co-ordinates all cat breeds, breeding and/or breeder-related functions of CFSA. Any person accepting this role must be dedicated to CFSA and equipped with the required breed, breeding and genetic knowledge to effectively do the job.
- 11.6.3. Voting:
  - 11.6.3.1. The CFSA Breeds' Executive shall have one (1) vote at EXCO meetings.
  - 11.6.3.2. In the case of proposals for change to the CFSA Constitution and/or Rules, the CFSA Breeds' Executive will cast the NCBC vote in accordance with the majority vote of the sub-committee's members.



### 11.6.4. Roles and Responsibilities:

- 11.6.4.1. Co-ordinates and distributes all breed and/or breeder information to all NCBC sub-committee members for review and input.
- 11.6.4.2. Manages matters related to breed acceptance, standard of points and show groups.
- 11.6.4.3. Manages matters related to CFSA recognised cat breeds, breeding and/or breeders.
- 11.6.4.4. Encourages the formation of breed groups.
- 11.6.4.5. Liaises with NCR regarding registration-related enquiries.
- 11.6.4.6. Submits proposed NCBC approved changes to the Standard of Points to NCJE for consideration and approval.
- 11.6.4.7. Submits proposed NCBC and NCJE approved changes to the Standard of Points to EXCO for approval; if approved the Standard of Points must be amended accordingly by NCBC.
- 11.6.4.8. Maintains the official CFSA Breed ID Manual.
- 11.6.4.9. Investigates all breeder-related complaints and propose a course of action, as defined in *point 10: Disciplinary Action* below.
- 11.6.4.10. Consults with independent veterinarians, regarding health and/or genetic implications of breed and/or cattery husbandry-related topics.
- 11.6.4.11. Liaises with the South African Veterinary Council (SAVC), to ensure that CFSA Breeders are kept up to date with changing protocols.
- 11.6.4.12. Communicates any changed SAVC protocols to CFSA breeders, e.g. vaccination requirements.
- 11.6.4.13. Follows updates to the South African Animal Health Act, 2002 (Act No 7 of 2002), to ensure that CFSA breeders are kept up to date with changed legislation.
- 11.6.4.14. Communicates any relevant changes to the South African Animal Health Act, 2002 (Act No 7 of 2002), to CFSA breeders, e.g. control of animal diseases, food safety, etc.
- 11.6.4.15. Sends an updated list of CFSA affiliated breed groups to NCIE for publishing, before the end of February each year and/or when required.

### 11.6.5. Breed Group Affiliation:

Any cat breed group, for breeds recognised by CFSA, who applies for association, will be considered by NCBC for affiliation with CFSA.

#### 11.6.5.1. Breed Group Acceptance Criteria:

- 11.6.5.1.1. Operates the breed group with a name acceptable to CFSA.
- 11.6.5.1.2. Operates the breed group under a constitution acceptable to CFSA.
- 11.6.5.1.3. **Consists of at least three (3) CFSA registered breeders who represent the breeds covered by the Group and where possible, one such qualified breeder should be appointed as Breed Representative for NCBC.**
- 11.6.5.1.4. Breed groups may represent more than one breed.

#### 11.6.5.2. Annual Affiliation Fees:

- 11.6.5.2.1. An annual levy is payable to NCBC before the end of February each year.
- 11.6.5.2.2. The levy amount to be determined on an annual basis by NCBC, to the approval of EXCO.

#### 11.6.5.3. Affiliated Breed Group Roles and Responsibilities:

- 11.6.5.3.1. A CFSA affiliated breed group may hold one (1) or more breeder/breed-orientated educational event annually, to educate on various aspects of breeding and breed-related specificities with the support of breed council, in their chosen area of operation. Such events will be subject to the breed group's annual budget and sponsorship received for the given year; and/or supply useful, researched articles of breed-related subjects to NCBC to be approved for NCIE to publish in CFSA annual newsletters or on the CFSA website annually.
- 11.6.5.3.2. A breed group may hold one (1) or more shows annually under the auspices of an existing CFSA affiliated club. Shows held by CFSA affiliated breed group(s) must adhere to the CFSA Show Rules and must be All Breeds Championship shows.



#### 11.7. CFSA NCJE

##### 11.7.1. Sub-committee Name:

National Cat Judges Executive; the sub-committee of NCJE consists of at least three (3) members, proposed and elected by the judges' forum(s), to the approval of EXCO. These members will form the NCJE sub-committee and must be fully qualified CFSA All Breeds judges of good standing. The NCJE sub-committee will elect the Judges' Executive representing NCJE at EXCO level.

##### 11.7.2. Role Description:

The CFSA Judges' Executive co-ordinates all cat judging related functions of CFSA and judges training curriculums. Any person accepting this role must be dedicated to CFSA and qualified as a CFSA All Breeds Judge.

##### 11.7.3. Voting:

11.7.3.1. The CFSA Judges' Executive shall have one (1) vote at EXCO meetings.

11.7.3.2. In the case of proposals for change to the CFSA Constitution and/or Rules, the CFSA Judges' Executive will cast the NCJE vote in accordance with the majority vote of the sub-committee's members.

##### 11.7.4. Roles and Responsibilities:

11.7.4.1. Co-ordinates and distributes all judging and/or judges information to the NCJE sub-committee members, as well as judges forum(s) for review and input.

11.7.4.2. Consults with NCBC regarding matters related to breed acceptance, standard of points and show groups.

11.7.4.3. Manages matters related to CFSA affiliated judges, guest judges and student judges.

11.7.4.4. Manages the judges' training curriculums.

11.7.4.5. Encourages CFSA members to complete the CFSA General Course and potentially enroll for judges' training courses.

11.7.4.6. Hosts CFSA General Courses, as determined by NCJE.

11.7.4.7. Hosts one (1) or more Judges' Training Course(s) annually, as determined by NCJE.

11.7.4.8. Hosts one (1) Judges' Symposium at least every three (3) years.

11.7.4.9. Submits proposed NCJE approved changes to the Standard of Points to NCBC for consideration and approval.

11.7.4.10. Submits proposed NCJE and NCBC approved changes to the Standard of Points to EXCO for approval.

11.7.4.11. Investigates all judges and judging related complaints and propose a course of action, as defined in *point 10: Disciplinary Action* below.

11.7.4.12. Verifies the judges' allocation for CFSA shows for correctness in terms of allocated judges' qualifications.

11.7.4.13. Ensures that all CFSA affiliated judges and CFSA student judges sign the CFSA Judges' Code of Ethics annually.

11.7.4.14. Compiles and sends a show availability grid to NCSE, before the end of February each year and/or when required.

11.7.4.15. Sends an updated list of CFSA affiliated judges to NCIE for publishing, before the end of February each year and/or when required.

##### 11.7.5. Judges' Forum(s) Affiliation:

Any judges' forum, recognised by CFSA, who applies for association, will be considered by NCJE for affiliation with CFSA.

##### 11.7.5.1. Judges' Forum(s) Acceptance Criteria:

11.7.5.1.1. Operates the judges' forum with a name acceptable to CFSA.

11.7.5.1.2. Operates the judges' forum under a constitution acceptable to CFSA.

11.7.5.1.3. Consists of at least one (1) CFSA All Breeds Judge and one (1) or more other CFSA Judge's, who have completed a judges' course and have passed qualifying examinations, as verified by NCJE.

11.7.5.1.4. Maintains all acceptance criteria, as listed above, to ensure good standing.



11.7.5.2. Annual Affiliation Fees:

11.7.5.2.1. An annual levy is payable to NCJE before the end of February each year.

11.7.5.2.2. The levy amount to be determined on an annual basis by NCJE, to the approval of EXCO.

11.8. CFSA NCSE

11.8.1. Sub-committee Name:

National Cat Show Executive; the sub-committee of NCSE consists of at least three (3) members. The Show Executive, representing NCSE at EXCO level will be appointed by EXCO. Further members will be proposed by the CFSA Show Executive, to the approval of EXCO. Members of NCSE must understand the CFSA Show Rules and points system; and may not be an active cat judge.

11.8.2. Role Description:

The CFSA Show Executive controls and co-ordinates the administration and official results of all CFSA shows. Any person accepting this role must be dedicated to CFSA and equipped with the required skill set to capture and verify the official show results and points. The CFSA Show Executive must be morally and ethically acceptable and must be able to execute the function in confidentiality.

11.8.3. Voting:

11.8.3.1. The CFSA Show Executive shall have one (1) vote at EXCO meetings.

11.8.3.2. In the case of proposals for change to the CFSA Constitution and/or Rules, the CFSA Show Executive will cast the NCSE vote in accordance with the majority vote of the sub-committee's members.

11.8.4. CFSA Show Executive All Breeds Championship Show Roles and Responsibilities:

11.8.4.1. Co-ordinates and distributes all show and/or show rules information to the NCSE sub-committee members, as well as CFSA affiliated Club Committees and Show Managers.

11.8.4.2. Compiles standardised show entry forms annually.

11.8.4.3. Receives show grids, from the CFSA affiliated Club Committees and Show Managers.

11.8.4.4. Verifies the received show grids with NCBC for correctness of show groups and breed IDs.

11.8.4.5. Verifies the received show grids with NCR for correctness of exhibits' registration numbers, dates of birth, transfer of ownership and spay/neuter details.

11.8.4.6. Verifies exhibits' title changes.

11.8.4.7. Checks judges' allocation in terms of duplicate judges' allocations for the same exhibits at consecutive shows; and proposes changes to the CFSA affiliated Club Committee and Show Managers.

11.8.4.8. Submits the NCSE approved judges' allocation to NCJE for approval.

11.8.4.9. Notifies the CFSA affiliated Club Committee and Show Managers once NCJE has approved the judges' allocations.

11.8.4.10. Coordinates the compilation of judges' books for the show.

11.8.4.11. Provides the Show Manager with the required Best in Show judges' slip template, for allocation of Best in Show Judges, by the Show Manager.

11.8.4.12. Supplies CFSA affiliated Club Committee and Show Managers with the prepared show grid to capture exhibit awards and nominations, during the actual show, but prior to Best in Show.

11.8.4.13. Once the judging portion of the show has been completed, the Show Manager appointed awards table assistants must leave the awards table area.

11.8.4.14. During Best in Show, the Show Manager selected All Breeds Judges complete their respective scoring and submit their judges' slips to the CFSA Show Executive for the official results capturing.

11.8.4.15. Once the results as captured by the CFSA Show Executive have been electronically calculated, he/she will provide the Show Manager with the winner-results for announcement.

11.8.4.16. Communicates the show winner-results, as announced by the Show Manager during the show to NCIE for publishing, within forty-eight (48) hours.

11.8.4.17. Submits the electronically calculated show results, as well as physical judges' slips to NCSE member "a" for verification of correctness, within forty-eight (48) hours.



- 11.8.4.18. Submits the electronically calculated show grid, as well as physical judges' reports to NCSE member "b" for verification of correctness, within forty-eight (48) hours.
- 11.8.4.19. Captures the verified show grid and verified show results in the CFSA COTY system.
- 11.8.4.20. Exports exhibits' title changes after every show and communicates said changes to NCR for updating of the CFSA Registration System.
- 11.8.4.21. Sends approved CFSA show calendar to NCIE for publishing, before the end of December each year and/or when required.
- 11.8.5. CFSA Show Executive Annual COTY/GARS Roles and Responsibilities:
  - 11.8.5.1. Generates a COTY Finalist Report, from the CFSA COTY System and submits to NCSE member "b" for comparison with the consolidated show grid and verification.
  - 11.8.5.2. Generates a COTY Special Awards Report, from the CFSA COTY System and submits to NCSE member "b" for comparison with the consolidated show grid and verification.
  - 11.8.5.3. Notifies owners of COTY Finalists.
  - 11.8.5.4. Communicates alphabetical list of COTY Finalist names to NCIE for publishing, within seven (7) days of the last qualifying CFSA All Breeds Championship Show.
  - 11.8.5.5. Notifies appointed GARS Show Manager of GARS qualifiers.
  - 11.8.5.6. Prepares COTY/GARS certificates.
  - 11.8.5.7. Prepares the annual COTY and Special Awards Result File for announcement.
  - 11.8.5.8. Captures the final points electronically, for the Cat of the Year winner only.
  - 11.8.5.9. Submits the physical judges' scoring slips for the Cat of the Year winner only, for auditing by NCSE member "a".
  - 11.8.5.10. Submits the electronically captured final points for the Cat of the Year winner only, for auditing by NCSE member "b".
  - 11.8.5.11. Updates the annual COTY and Special Awards Result File, with the verified Cat of the Year winner and GARS winners' detail (as received from the GARS Show Manager).
  - 11.8.5.12. Hands over annual COTY and Special Awards Result File, to the COTY Event Manager for announcement, two (2) hours prior to the COTY Gala.
  - 11.8.5.13. Sends official COTY and Special Awards Results to NCIE for publishing.

#### 11.9. CFSA NCIE

- 11.9.1. Sub-committee Name:

National Cat Information Executive; the NCIE consists of a single elected position. The CFSA Information Executive is appointed by EXCO. At EXCO's discretion, additional members may be appointed to the approval of the Information Executive.
- 11.9.2. Role Description:

The CFSA Information Executive co-ordinates all information and publication related functions of CFSA. Any person accepting this role must be dedicated to CFSA, equipped with the required computing and people skills and must comprehend the scope of energy and time required to effectively do the job.
- 11.9.3. Voting:
  - 11.9.3.1. The CFSA Information Executive shall have one (1) vote at EXCO meetings.
- 11.9.4. Roles and Responsibilities:
  - 11.9.4.1. Manages the publishing of all CFSA pertinent information on the CFSA website and social media.
  - 11.9.4.2. Manages a social media group on behalf of EXCO to promote the CFSA brand, communication to members and publishing of official CFSA notices and/or show notices.
  - 11.9.4.3. Creates and maintains the CFSA website.
  - 11.9.4.4. Publishes the Standard of Points on the CFSA website, as received from NCBC/NCIE, when required.
  - 11.9.4.5. Publishes the Constitution, Rules and Code of Ethics, as well as any approved change thereto, on the CFSA website, before the end of March each year.
  - 11.9.4.6. Updates the affiliated *Clubs* page of the CFSA website, before the end of March each year and/or when required.



- 11.9.4.7. Updates the affiliated *Breed Groups* page of the CFSA website, before the end of March each year and/or when required.
- 11.9.4.8. Updates the affiliated *Judges* page of the CFSA website, before the end of March each year and/or when required.
- 11.9.4.9. Updates the registered *Breeders* page of the CFSA website, before the end of March each year and/or when required.
- 11.9.4.10. Updates the *EXCO* page of the CFSA website, before the end of March each year and/or when required.
- 11.9.4.11. Updates the *Registrar* page of the CFSA website, with the following year's registration forms, as approved by EXCO, before the end of December each year and/or when required.
- 11.9.4.12. Updates the *History* page of the CFSA website when required.
- 11.9.4.13. Updates the *Contact Us* page of the CFSA website when required.
- 11.9.4.14. Responds to any enquiries received via e-mail and/or the CFSA website and any other non-information related channels passed onto the correct CFSA Executive.
- 11.9.4.15. Publishes the show calendar for the following year's show season, before the end of December each year and/or when required.
- 11.9.4.16. Creates show events on the CFSA social media group, upon receipt of the official show entry forms.
- 11.9.4.17. Compiles and publishes the official CFSA show results, as received from NCSE, within seventy-two (72) hours of said show.
- 11.9.4.18. Publishes the COTY finalists (in alphabetical order), as received and instructed by NCSE, on social media.
- 11.9.4.19. Compiles and publishes the official CFSA COTY results, as received from NCSE, within seven (7) days after the Cat of the Year event, each year.
- 11.9.4.20. Updates the *Achievers* page of the CFSA website, before the end of October each year and/or when required.

#### 11.10. CFSA NCCE

##### 11.10.1. Sub-committee Name:

National Cat Clubs' Executive, the sub-committee of NCCE consists of at least three (3) members, proposed and elected by the clubs' committees. These members will form the NCCE sub-committee and will elect the Clubs Executive, representing NCCE at EXCO level, to the approval of EXCO.

##### 11.10.2. Role Description:

The CFSA Clubs Executive co-ordinates all cat club(s) related functions of CFSA. Any person accepting this role must be dedicated to CFSA and must communicate with CFSA affiliated clubs on a regular basis.

##### 11.10.3. Voting:

- 11.10.3.1. The CFSA Clubs Executive shall have one (1) vote at EXCO meetings.
- 11.10.3.2. In the case of proposals for change to the CFSA Constitution and/or Rules, the CFSA Clubs Executive will cast the NCCE vote in accordance with the majority vote of the sub-committee's members.

##### 11.10.4. Roles and Responsibilities:

- 11.10.4.1. Co-ordinates and distributes all pertinent information to CFSA affiliated club(s).
- 11.10.4.2. Provides CFSA affiliated club(s) with guidelines in terms of required club constitution and rules changes.
- 11.10.4.3. Obtains CFSA affiliated club(s) AGM minutes each year.
- 11.10.4.4. Obtains CFSA affiliated club(s) membership lists by 28 February each year.
- 11.10.4.5. Compiles and maintains a consolidated CFSA affiliated club(s) membership list.
- 11.10.4.6. Sends the consolidated CFSA affiliated club(s) membership list to the CFSA Chairperson, CFSA Registrar, CFSA Secretary and NCIE, by middle March each year and when updated.
- 11.10.4.7. Sends list of CFSA affiliated club(s) committee contact detail to NCIE for publishing, before the end of February each year and/or when required.



11.10.4.8. Sends CFSA show entry forms, as received from the relevant Show Managers to all CFSA members and/or known exhibitors, at least two (2) weeks before the relevant show's closing date.

11.10.5. Cat Clubs Affiliation:

Any cat club, recognised by CFSA, who applies for association, will be considered by NCCE for affiliation with CFSA.

11.10.6. Cat Clubs Acceptance Criteria:

11.10.6.1. Operates the cat club with a name acceptable to CFSA.

11.10.6.2. Operates the cat club under a constitution acceptable to CFSA.

11.10.6.3. Consists of at least twenty (20) members.

11.10.6.4. Hosts at least one (1) All Breeds Championship Cat Show, per year, in accordance to the rules, as prescribed in the CFSA Show and Judges' Rules.

11.10.6.5. Invites only CFSA accredited judges as approved by NCCE to officiate at said shows.

11.10.6.6. Provides NCCE with AGM minutes, committee member lists (including roles and contact detail) and a detailed membership list, before the end of February each year and when updated.

11.10.6.7. Maintains all acceptance criteria, as listed above, to ensure good standing.

11.10.7. Annual Affiliation Fees:

11.10.7.1. An annual levy is payable to NCCE before the end of February each year.

11.10.7.2. The levy amount to be determined on an annual basis by EXCO.

## 12. EXCO ELECTION

12.1. Nominations for two (2) of the positions of President, Chairperson, Treasurer or Secretary shall be called for every two (2) years, sent to all paid-up CFSA members at least two (2) months before the date of the AGM or EGM, via electronic communication.

12.2. Voting shall be in the form of written ballot and shall take place at the AGM or EGM. A simple majority vote, including proxy, postal and 'in attendance' votes, will determine the election outcome.

12.3. Nomination Prerequisites:

12.3.1. Nominations may come from any fully paid-up CFSA member, as defined in *point 5: Membership* above, and must be accompanied by a curriculum vitae of the nominee.

12.3.2. A nominee must be a fully paid-up member of a CFSA affiliated club for a minimum period of two (2) consecutive calendar years, i.e. from January to December of any consecutive two (2) years.

12.3.3. For positions of a specific skill set, a nominee must be equipped with the required qualifications or experience.

12.3.4. Nominations must be supported by the consent signature of the nominee.

12.3.5. Nominations must be supported by the names and signatures of two (2) alternative fully paid-up CFSA members, as defined in *point 5: Membership* above.

12.4. Nomination Process:

12.4.1. Complete the CFSA nomination form, including the prerequisites above.

12.4.2. Submit the completed and signed CFSA nomination form and nominee's curriculum vitae to the indicated EXCO member on the nomination form.

12.4.3. EXCO will review the received nominations.

12.4.4. Nominees found morally and ethically acceptable shall be included in the list of nominations for the relevant positions.

12.4.5. In the event of an objection to the EXCO decision in terms of moral and ethical acceptability or qualification, the objection can be lodged at the AGM or EGM. A two-thirds majority vote of fully paid-up CFSA members present at the AGM or EGM, as defined in *point 5: Membership* above, shall be required to overrule the EXCO decision.





- 12.4.6. The list of nominations of each position shall be circulated to fully paid-up CFSA members, as defined in *point 5: Membership* above, together with the AGM or EGM documentation, as defined in *point 3: Meetings* above.

### 13. FINANCES

- 13.1. The financial year shall commence on 1 January and terminate on 31 December of each year.
- 13.2. EXCO shall obtain the services of an independent firm to conduct an audit of the financials within ninety (90) days after the close of the financial year.
- 13.3. The sundry expenses of EXCO members shall be paid by CFSA, pending prior approval by means of a simple majority vote by EXCO.

### 14. DISCIPLINARY ACTION

EXCO shall be empowered to expel or suspend any Club, Judge, Group, Forum or Member of an affiliated body, found guilty of unethical behavior or fraud; who does not conform to the CFSA Constitution and/or CFSA Rules; found guilty of any act or conduct detrimental to the best interest and welfare of cat(s)/kitten(s) in general, CFSA and/or CFSA EXCO; found guilty of slanderous behaviour towards CFSA, including its members and EXCO on, but not limited to, social media.

The following procedures will be followed for offences/complaints:

- 14.1. Once a complaint is received, it will be forwarded to the party concerned within seven (7) days and be directed to the according sub-committee.
- 14.1.1. The concerned party will then have fourteen (14) days to submit an explanation or a remedy to the complaint.
- 14.1.2. The relevant sub-committee chair will then have a further fourteen (14) days to submit an opinion on such an explanation and/or remedy.
- 14.1.3. The matter will then be presented to the full members of the sub-committee for a vote, should they vote, by simple majority, that the complaint needs to be acted on by EXCO, it will be duly forwarded to EXCO.
- 14.1.4. EXCO will consider the complaint and appointed a 3-person tribunal to preside over the decision. The tribunal should be made up of person appropriately equipped and trained in the field under which the complaint is brought. The tribunal shall be made up of one (1) EXCO member, one (1) person from the relevant area and one (1) general member to represent all the interests of CFSA.
- 14.1.5. The relevant sub-committee and the concerned party shall present their explanations to the tribunal for decision.
- 14.1.6. The 3-person tribunal's decision will be that of a simple majority upon the voting thereof. The tribunal will have fourteen (14) days from receipt of representations from both sides to cast their vote on the 14<sup>th</sup> day, at a time specified by the appointed tribunal and to submit its decision to the CFSA Chairperson.
- 14.1.7. Should the concerned party wish to appeal the decision taken by the 3-person tribunal, an appeals' tribunal of five (5) persons must be appointed by EXCO, two (2) EXCO members, two (2) persons from the relevant area of expertise and one (1) general member to represent all the interests of CFSA.
- 14.1.8. The decision of the appeals' tribunal is final and binding and it will have fourteen (14) days from receipt of representations from both sides to submit its decision to the CFSA Chairperson.
- 14.1.9. Based on the recommendation from the tribunal/s, EXCO shall warn, suspend or expel such offending body, based on a simple majority EXCO vote.
- 14.2. During the period of suspension or upon expulsion, the offender shall cease to enjoy the privileges or advantages of CFSA, effective immediately.
- 14.3. Notwithstanding suspension or upon expulsion such body shall remain liable for any dues or other amounts owing to CFSA by virtue of its previous membership.



## 15. DISSOLUTION

Upon the dissolution or liquidation of CFSA, it shall give or transfer its assets remaining, after satisfaction of its liabilities, to some other company, society or association having objectives similar to those of CFSA, as decided by a majority members' vote.

Such dissolution shall be effective if passed at a CFSA EGM, as defined in *point 3: Meetings* above, by a 75% majority vote of CFSA members, as defined in *point 5: Membership* above, present at the EGM.