



# *American Cat Fanciers Association, Inc.*

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## **Bylaws**

*Effective January 1, 2024*

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# BYLAWS OF THE AMERICAN CAT FANCIERS ASSOCIATION

Revised January 2023

## Article I: NAME

The name of this organization shall be the American Cat Fanciers Association, Inc. (ACFA).

## Article II: OBJECTS AND POWERS

### Section 1. Objects.

The objects and purposes of ACFA shall be:

- a. Registration of the pedigrees of Cats and Kittens and recording of purebred and non-purebred Household Pets.
- b. Promulgation of rules for the management of Cat Shows.
- c. Licensing of Cat Shows to be held under the Rules of ACFA.
- d. Awarding of prizes, ribbons, honors and recognition in connection with Championship and Household Pet Shows.
- e. Promotion of the best interests of purebred and non-purebred cats and of breeders, owners and exhibitors of cats.
- f. Establishment of Standards of Perfection and promotion of interest in improving the various breeds of domesticated cats.
- g. Promotion of education and interest in all domesticated cats, purebred and non-purebred, for the general public.
- h. Publication of information concerning all cats, their breeding, care and exhibition.

### Section 2. General Powers.

ACFA shall have the power to do anything necessary and proper for the accomplishment of the objects hereinabove enumerated, or anything necessary or incidental to the protection and benefit of ACFA, and, in general, to carry on any lawful business necessary to the attainment of the purposes of ACFA.

### Section 3. Property Owners

ACFA shall have the power to purchase or otherwise acquire and to own, hold, improve, utilize, mortgage, sell or lease, personal property, real estate, or chattels real that may be, or may hereafter become, useful or convenient for any of the purposes of ACFA.

### Section 4. Non-Profit.

No member shall personally participate in or receive any profit from the operation of ACFA; however, the provision shall not prohibit the payment of reasonable compensation to officers and employees of ACFA for services actually rendered.

## Article III: CALENDAR YEAR

The Calendar Year of ACFA shall begin on the first day of January and end on the last day of December.

## Article IV: MEMBERSHIP

### Section 1. Qualification.

Membership in ACFA shall be open to any person who is interested in cats, interested in owning, breeding and/or exhibiting domesticated cats, upon making application for membership, signing an agreement to be bound and abide by the Bylaws, rules and regulations of ACFA, and paying the membership fee with the exception as outlined in Section 3.

### Section 2. Eligibility

Only individuals are eligible for membership. Catteries, Partnerships, Clubs and Associations are not eligible for membership.

### Section 3. Acceptance of Applicants.

There shall be no requirement for the election of new members. Each applicant shall be deemed worthy of membership unless he or she has been convicted or found guilty by a court of law of a crime associated with animal abuse, cruelty or intentional neglect as determined by the ACFA Executive Committee or shall have been expelled from membership under procedures hereinafter provided in these Bylaws. Such persons have the right to appeal this denial of membership to the Board of Directors at the next convened session.

## Section 4. Rights.

- a. No Member shall be denied any right, honor or privilege in ACFA because of membership in any cat club, society or association not affiliated with ACFA, except that national officers in other similar associations shall not be eligible to hold any elective office in ACFA or to serve as a licensed Judge of ACFA. Any member in good standing in ACFA shall have the right to run for any elective office if they meet the requirements set forth for that office; no member shall be denied any rights as set forth in the Bylaws of ACFA when achieving the status of licensed Specialty and/or Allbreed Judge.
- b. Members who have been convicted or found guilty by a court of law of a crime associated with animal abuse, cruelty or intentional neglect as determined by the ACFA Executive Committee will be denied further membership.

## Section 5. Classes.

Members are divided into four classes, namely: Life Member, Regular Member, Family Member, and Junior member. Rights of Members are defined in the sections that follow. Membership dues for all classes of members [are](#) determined by the Board of Directors. The calendar year for dues for all classes of members is January 1 to December 31.

## Section 6. Member in Good Standing.

A member is considered in good standing under the following conditions:

- a. Annual dues have been paid and member is not on the delinquent member list.
- b. Member is not serving a suspension of all privileges of membership in accordance with Bylaw Articles VIII or XV.
- c. Any member who pays in full current annual dues after January 1, but no later than March 1 of that same year, may be reinstated to good standing, retaining membership continuity, retroactive to January 1, under this section. That reinstatement will occur with the payment in full by March 1st of such penalty, as the Board of Directors shall determine.

## Section 7. Regular and Family Members

- a. Regular Members shall pay the annual membership dues with application for membership. New Member dues paid with application after July 1 during the membership year shall be at the rate established by the Board of Directors and such membership shall expire on December 31 of that year. The ACFA POR is not included in part-year dues.
- b. Where there are two Regular Members in the same family, residing at the same address, they may elect to pay dues under the Family Plan as follows: The first such Regular Member in the family shall pay membership dues in full. Each

additional Family Member shall pay the prescribed Family Membership fee. Family Members joining after July 1st during the membership year will pay 50% of the prescribed Family Membership fee. Prorated Family Membership will expire December 31st of that year. Families using the Family Plan shall be entitled to only one copy of the ACFA Bulletin and one copy of the ACFA POR. Voting privileges are extended to the Regular Member and one Family Member in all ACFA elections in accordance with Article IX, providing s/he qualifies under Section 1 of this Article.

- c. The annual renewal date of all classes of membership is January 1. Members who have not renewed their dues by this date will be placed on the Delinquent Membership list. If their dues are not paid by March 1st, the member's name will be dropped from the Membership list.
- d. Delinquent Regular and Family Members may reinstate their memberships at any time upon payment in full of dues for the current membership year, and upon such payment shall be entitled to all rights and privileges of a fully paid member. However, a member whose dues were delinquent six [6] months prior to a ballot counting is not considered a member in good standing for voting purposes.

For licensed ACFA judges, a lapse in membership, meaning any membership dues paid on or after January 1 of any year, will immediately suspend the judge's license effective January 1 of that membership year. The Judge's license will not be reinstated upon payment of membership dues, but will be considered for relicensing at the next regularly convened meeting of the Board of Directors.

- e. ACFA members residing outside the United States and Canada will be assessed an additional amount on their annual dues to cover international mailing costs. This amount will be established by the Board of Directors.

## Section 8. Membership Numbers.

Each member shall be assigned a serial number for his/her membership and shall retain such number during the entire term of his/her membership. Membership numbers noted on the ACFA Membership card shall be in three parts as follows:

- a. Part I. A prefix to the Membership serial number shall designate the type membership held.
  - [1] C - Charter Member
  - [2] L - Life Member
  - [3] CL - Charter/Life Member
  - [4] J - Junior Member
  - [5] F - Family Member
  - [6] N - Non-Voting Family Member
  - [7] No Prefix - Regular Member
- b. Part II. Sequential serial number assigned the Member.

- c. Part III. A suffix of two letters will be used to denote the Region in which the member resides.

#### Section 9. Non-Member Rights & Privileges.

An individual, who is not a member of ACFA, may apply to have a cat, household pet or litter registered or recorded with ACFA. The individual is eligible to exhibit cats in ACFA licensed shows; be a member in ACFA clubs; be eligible to receive Year-End Awards earned by their ACFA registered cats; claim Championships, Grand Championships, Royals or Supremes earned in ACFA licensed Shows; and partake of all services offered by Central Office within ACFA's guidelines, policies and rules. Fees to be established by the Board of Directors.

- a. Exclusions. The following rights and privileges are excluded from non-members: serving as a Chair or Member of any elected or appointed committee; serving as an elected or appointed Officer or Director of ACFA; application for, or issuance of, an ACFA Judge's License; right to vote on the affairs of ACFA, amendments to ACFA Rules, Standards of Perfections, or Bylaws, or any elected Officer, Director, Committee Chair or Committee Member, such privileges being reserved for only Life, Charter, Regular and Family Members.
- b. Convictions. A person who has been convicted or found guilty by a court of law of a crime associated with animal abuse, cruelty or intentional neglect as determined by the ACFA Executive Committee may be denied services offered by the ACFA Central Office.

#### Section 10. Junior Members.

Junior Membership shall be available for those under eighteen years of age in accordance with the following rules:

- a. Application. Application for such membership may be made by the individual or by the individual's parent or guardian.
- b. Dues. The dues for Junior Members shall be as established by the Board of Directors.
- c. Membership Number. Junior Membership shall be designated by placing the prefix "J" in front of the Membership Number until such time the individual reaches 18 years of age, at which time the prefix will be removed when the individual may become a Regular Member. [See Art IV, Sec 7b.]
- d. Rights and Privileges. Junior Members shall have the same rights and privilege as Regular Members except the right to vote and the right to receive the ACFA Bulletin and POR. A special ACFA Bulletin and POR rate is available to Junior Members who desire to receive these publications. This rate will be established by the Board of Directors.

- e. A Junior Member may retain junior membership through the end of the membership year the member reaches 18 years of age.

#### Section 11. Lifetime Member Rights & Privileges.

Lifetime Members shall have the same rights and privilege as Regular Members except the right to receive the ACFA POR. A special POR rate is available to Lifetime Members who desire to receive this publication. This rate will be established by the Board of Directors.

### Article V: BREED SECTION MEMBERSHIP

#### Section 1. Breed Sections.

The membership shall be further divided into Breed Sections, with a Section provided for each Recognized breed, Probationary breed and Household Pet Class. Each Life, Regular and Family Member shall be entitled to membership in one Breed Section of his/her choice, the dues for each Section being allocated from the general dues paid. Any member may hold membership in one or more additional Breed Sections by paying the annual dues for each additional Breed Section as established by the Board of Directors. Breed Section members, with the exception of Breeder/Exhibitor Emeritus and Non-Voting Members, must be breeding AND exhibiting or exhibiting the breed represented by the Breed Section in which they hold membership [agenting does not qualify]. The remaining sections of Article V do not apply to the Household Pet section. (See Show Rules, Article XII)

#### Section 2. Duties and Powers.

- a. The Members of each Breed Section shall sponsor the breed, and shall have the authority and responsibility for developing, amending and revising Standards of Perfection for the breed, including all color varieties and pattern varieties of the breed.
- b. The provision of this Section shall not entitle Breed Sections to alter ACFA rules that disqualify from exhibition cats with physical deformities, either hereditary or resulting from injury, or other general disqualifications. Additionally, Breed Sections may not submit proposals that would be in conflict with a rule requiring a vote of the membership to amend.
- c. The fundamental and defining characteristics of a breed may not be changed unless there is a full Breed Executive Committee and a minimum of ten (10) eligible Breeder/Exhibitor or Breeder Emeritus members in the breed section. The exception to this is an addition of an allowable outcross to ensure the viability of a breed with a small gene pool. A fundamental and defining characteristic includes, but is not limited to, long tail on a short tail breed, short tail on a long tail breed or straight coat on a rex breed.

### Section 3. Breed Section Membership

The Breed Section shall be comprised of four classes of membership: Breeder/Exhibitor, Exhibitor/Fancier, Breeder/Exhibitor Emeritus and non-voting breed member.

- a. Breeder/Exhibitor. Must own and be actively breeding and exhibiting the specific breed represented by the Section. Member must show proof of breeding and exhibiting the specific breed in ACFA within 24 months prior to application for or renewal of Breed Section membership.
- b. Exhibitor/Fancier. Must own and be actively exhibiting the specific Breed represented by the Section. Member must show proof of exhibiting the specific breed in ACFA within 24 months prior to application for or renewal of Breed Section membership.
- c. Breeder/Exhibitor Emeritus. Must have been a member of ACFA and exhibited the specific Breed represented by the Section for 15 consecutive years. Must have exhibited a minimum of 5 cats of his/her own breeding to Grand in ACFA. May or may not be currently breeding or exhibiting.
- d. Non-voting breed member. Does not meet the requirements for any other class of membership but wants to be a member of the Breed Section for the specific breed.

### Section 4. Rights of Members.

Breed Section Members will have the following rights and privileges.

- a. Breeder/Exhibitor. May submit proposals to the Breed Executive Committee, vote on candidates for the Breed Executive Committee, vote on all Breed proposals presented to the Breed Section for balloting and are eligible to announce their candidacy for, and serve on, the Breed Executive Committee if they meet the prerequisites as set forth in Section 5 of this Article.
- b. Exhibitor/Fancier. May submit proposals to the Breed Executive Committee, vote on candidates for the Breed Executive Committee, vote on any opinion polls presented by the Breed Executive Committee, and be appointed to the Breed Executive Committee when there are insufficient members on the Committee to fill the seats as authorized in Section 5 of this Article.
- c. Breeder/Exhibitor Emeritus. May submit proposals to the Breed Executive Committee, vote on candidates for the Breed Executive Committee and vote on all Breed proposals presented to the Breed Section for balloting.

### Section 5. Breed Executive Committee

The members of each Breed Section shall elect a Breed Executive Committee of five [5] or seven [7] members.

The number of members to serve on a Breed Executive Committee is established by a vote of the Breed Section members.

- a. Candidates. Candidates for the Breed Executive Committees must file at the same time and in the same manner as provided for candidates to elective offices of ACFA as contained in Article IX. Candidates for the Breed Executive Committee must be breeders and exhibitors of the specific breed for a minimum of five [5] years at time of filing with the following exceptions:

[1] Probationary Breeds excluded.

[2] Newly recognized Breeds excluded for the first five years of recognition in the Championship Classes.

- b. Election of Candidates: Each member of a Breed Section may vote for as many candidates as there are seats to be filled on the Committee. The number of candidates equal to the number of Committee Members authorized, receiving the highest number of votes, shall be elected to the Breed Executive Committee.
- c. Election of Chair. A second space will be provided on the Ballot for the members of the Breed Section to vote for the candidate of their choice to serve as the Chairman of the Breed Executive Committee. The candidate for whom they vote for Chair must be one of the candidates for whom they voted to serve on the Committee. In the event of a tie vote there shall be a run-off election in accordance with Article IX, Section 13. An individual may serve as the Chairman of up to two (2) Breed Executive Committees at the same time.
- d. Vacancies. In the event of a vacancy on the Breed Executive Committee the following applies:

[1] In the event of a Committee Member vacancy during the Committee's term of office, the candidate from the previous election receiving the highest number of votes, but was not seated, will automatically be seated on the Committee. If there is no such candidate available then the remaining members of the Breed Executive Committee may, by a majority vote, fill the vacancy from Breeder/Exhibitor, or Exhibitor/Fancier Breed Section Members if not sufficient Breeder/Exhibitor Membership, to serve on the Committee. If the elected members of the Breed Executive Committee fail to fill a seat on their Committee within 120 days after it is vacated, or 120 days following an election when there were insufficient candidates to fill all seats on the Committee, the vacant seats will be filled by the Board of Directors in the same manner as provided in [4] below.

[2] If the Chair of the Breed Executive Committee becomes vacant, for any reason, the individual that received the second highest

number of votes in the Election for the Chair will become Chair.

[3] Should at any time a member of the Breed Executive Committee fail to meet the criteria established for candidates, or fail to personally exhibit a representative of the Breed that the Executive Committee represents, in a minimum of eight [8] rings of competition in any calendar year, his/her seat will be declared vacant immediately.

[4] If a Breed Executive Committee is totally void of Members, either due to lack of candidates or by resignations, the Board of Directors has the authority to appoint Breeder/Exhibitor or Exhibitor/Fancier Breed Section members, Breeder/Exhibitor Members to take precedence, to serve on the Committee for the balance of the current term of office. Those Members appointed by the Board will then elect their Breed Executive Committee Chair.

- e. Upon majority approval by each of the affected Breed Sections, similar breeds may be governed by a joint Breed Committee. Each member of the joint Breed Committee must meet the breeding and showing requirements for at least one of the breeds represented by the joint Breed Committee.

#### Section 6. Executive Committee Responsibilities and Duties.

- a. Responsibilities - Breed Executive Committee Members

[1] It is the responsibility of all Members of a Breed Executive Committee to keep the Chair of the Committee informed on all matters concerning the Breed and Breed Standard that may be discussed or presented to them by members of the Breed Section. The Breed Executive Committee Members may, if they consider the matter to be of significant concern or importance, request the Chair of the Committee to poll the other Committee Members on these matters to obtain their input. Such a poll may be by mail or, if the Committee Members can be available, at a convened session of the Committee.

[2] When the Breed Executive Committee is polled by the Chair it is the responsibility of all Members of the Committee to respond. Such response should be based on their discussion of the matter at hand with Breed Section Members and any other information that may be obtained by investigative procedures.

- b. Responsibilities - Breed Executive Committee Chair. It is the responsibility of the Chair of the Committee to receive all written input from Committee Members, maintain the Committee files, act as Secretary for the Committee and forward all information to the ACFA Board of Directors and the ACFA Central Office as may be

required by the Bylaws of ACFA or guidelines set forth herein. Additionally, on matters requiring a decision or consensus of opinion by the Committee, the Chair will ballot the Committee as prescribed in Section 6.e. below.

- c. Responsibility of the ACFA Central Office. It is the responsibility of the ACFA Central Office to review all matters presented by the Chair of a Breed Executive Committee to make comment on any aspects of the request or proposal in regards to possible impact on the business or administrative affairs of ACFA.
- d. Polling of the Committee. When the Chair of the Committee receives a request or a proposal from a Committee Member to poll the Committee on a specific matter, he or she will act as follows:

[1] Upon receipt of a request to poll the Committee, the Chair will personally review and investigate the matter presented. Such investigation will include, but not be limited to:

[a] Coordination of the matter with the Genetics Committee for their comments and/or suggestions.

[b] Coordination with the ACFA Central Office to ensure the matter is not in violation of any other Association Rules, and if so, request the Office's assistance to eliminate any conflict or violation to the rules.

[c] Coordination with any other agencies or committees the Chair may feel may have pertinent expertise on the matter at hand.

[2] Upon review and investigation of the request the Chair may add any comments he/she may feel are necessary or pertinent to the subject matter at hand and forward the matter to the entire membership of the Breed Executive Committee for their input and/or comment. Information to the Committee will contain:

[a] The proposal or request under consideration as received by the Chair.

[b] Comments and/or suggestions received from the Genetics Committee.

[c] Comments and/or suggestions received from the ACFA Central Office.

[d] Comments and/or suggestions received from any other source contacted during the Chair's investigation.

[e] Comments and/or suggestions the Chair may wish to add for consideration by the Members of the Committee.

[3] Committee Members shall have 30 days from date of Postmark on the information forwarded by the Chair in which to review the request or proposal, contact members of the Breed Section for possible input and return their comments, in writing, to the Chair. Such comments may also contain reasons to vote yes or no on the issue if it is to be voted upon by the Committee.

- e. Balloting of the Committee. Following the polling of the Breed Executive Committee Members, the Chair, if a decision or consensus of opinion of the Committee is required, will then forward a ballot on the matter to the Committee Members.

[1] The ballot forwarded to the Committee members will be accompanied by the following information:

[a] Comments and/or additional information on the matter, which was received from the Committee Members.

[b] Reasons to vote yes or no on the matter as received from the Committee Members.

[2] The Chair will forward copies of the above information to ACFA to be placed in the Breed Executive Committee files maintained at the ACFA Central Office.

[3] The Breed Executive Committee Members will have 30 days from date of mailing of the ballot [as evidenced by the Postmark **or timestamp if sent via email**] to return their ballot to the Chair of the Committee. Upon receipt and tabulation of the ballots, the Chair will inform the Committee Members of the results of the balloting.

[4] The original ballots received from each Committee Member will be forwarded to the ACFA Central Office for permanent file. If the results of the balloting require a matter to be placed on a ballot to the Breed Section Membership, the matter will be placed on the agenda for the next convened session of the Board of Directors for their review and subsequent referral to the Breed Section, if accepted.

- f. Convened Session. In the event the Committee meets in convened session, polling and balloting of the Committee may be conducted at the meeting. The Minutes of the meeting and results of balloting, noting the names of each member and their vote, will be submitted to ACFA for inclusion in the Breed Executive Committee's permanent file.

#### Section 7. Breed Section Without Eligible Voting Members.

In the absence of any eligible voting members, the Board of Directors may take action regarding breed matters as outlined in Article V.

#### Section 8. Genetics Committee.

It is the responsibility of the Genetics Committee to review all matters submitted to them by the Chair of a Breed Executive Committee. The Genetics Committee will review any proposals and/or requests received and provide comments or suggestions they feel appropriate to the Chair of the Genetics Committee. Such comments are in an advisory capacity only, and not to be considered as directives to the Breed Executive Committee. In the absence of any eligible voting members, the Board of Directors may take action regarding breed matters as outlined in Article V.

### Article VI: CHARTERED CLUBS

#### Section 1. Chartered Clubs.

Local or Regional Allbreed or Specialty Clubs may be chartered by ACFA under the following conditions:

- a. Bylaws. The Bylaws of each Club shall be the standard form of Bylaws prescribed by the ACFA Board of Directors for Chartered Clubs, or the Constitution and/or Bylaws of such Club may be reviewed by the ACFA Executive Director. ACFA Chartered Clubs will be considered autonomous entities that agree to follow the general guidelines set forth by the American Cat Fanciers Association, Inc.
- b. Membership. Each such Club shall have not less than five [5] members who are also members in good standing of ACFA.
- c. Officers. The Club President, Vice President, Secretary, Treasurer and Regional Councilor shall be members of ACFA in good standing.
- d. Charter Fee. There shall be a Charter Fee for each such Club, payable with the application for Charter. Each such Club shall thereafter pay an Annual Charter Renewal Fee on or before April 1st each year. Fees to be established by the Board of Directors.
- e. Annual Club Report. Upon the close of its calendar year, but no later than March 31st of each year, each Chartered Club shall make an Annual Report to ACFA showing names and addresses of its members and such other information as may be requested by the Board of Directors. The Club shall send a copy of this report to the Regional Director of the Region in which the Club is chartered.



- f. Other Affiliations. Clubs chartered by ACFA shall not hold a Charter, or be affiliated in any manner, with a similar association or organization.
- g. Disbandment. So long as five [5] members of a duly chartered club elect to remain affiliated with ACFA the Club may not be disbanded or change affiliations. Upon dissolution, the Club's Board of Directors shall make provisions for the payments of all liabilities and disposition of all Club assets including any additional monies that are available. No part of these assets and/or monies may be distributed to any club member, club director, club officer or private person, but shall become the property of American Cat Fanciers Association and may be dispatched either to ACFA Central Office or to another entity organized and operated for feline purposes.

## Article VII: ANNUAL CONVENTION

### Section 1. Time.

The Annual Convention of members may be held each year, either separately or in connection with, one or more Shows, a School or Seminar for Judges or a convened Executive Board Meeting. Such convention shall be held the week prior to the 3<sup>rd</sup> full weekend of August.

### Section 2. Place.

The place of the Convention will be determined by the Board of Directors and may be rotated as equitably as possible from Region to Region, giving due consideration to the invitation extended by the Clubs wishing to act as hosts, to the facilities such Clubs can offer to meet the needs of the Convention, cost incurred by the membership to attend and convenience to the membership as a whole.

### Section 3. Program.

A program of interest to the Membership of ACFA should be presented at the Annual Convention. Such program will include, but not be limited to, the presentation of the ACFA Annual Awards.

### Section 4. Membership Meeting.

At least one Open Meeting of Members shall be held at which members may present any questions or request any action relating to the affairs of ACFA. Any action involving Rules of ACFA requested by the Members at the Annual Convention shall not be effective until the action has been referred to the entire membership for vote by mail ballot as provided in Article IX.

### Section 5. Conduct of Meeting.

The President or Senior Vice President in attendance shall preside at all meetings. If neither the President nor the Vice Presidents are in attendance at the meeting the Board Members in attendance will elect a Chair to preside. The Annual Meeting shall be conducted in accordance with Robert's Rules of Order [Revised] except where such rules may be in conflict with the Bylaws of ACFA.

## Article VIII: BOARD OF DIRECTORS AND OFFICERS

### Section 1. Members of the Board.

There will be twelve [12] members of the Board of Directors, namely three [3] Officers and nine [9] Regional Directors. Each member will serve a three-year term of office and will be elected by a mail vote of the members as outlined in Article IX of these Bylaws. Members of the Board will be:

- a. Officers. President, First Vice President and Second Vice President.
- b. Directors. Northeast Director, Southeast Director, Midcentral Director, Northcentral Director, Southcentral Director, Northwest Director, Southwest Director, Eastern Canada Director and Northern Plains Director [effective May 1, 2006].

### Section 2. Executive Operating Committee.

The Executive Operating Committee shall consist of the President, the First Vice President and the Second Vice President. The Committee, with a majority vote of approval by the Directors of ACFA, may be delegated duties and responsibilities to act on behalf of the Board as pertains to the business affairs of ACFA. Such delegated duties and responsibilities will be published and a copy provided each Board Member.

### Section 3. Vacancies.

In the event of a vacancy on the Board of Directors, the seat vacated will be filled as noted below.

- a. Succession to Office.

[1] President: In the event of a vacancy in the Office of President, the First Vice President shall succeed to the Office of President, the Second Vice President will succeed to the office of First Vice President.

[2] First Vice President: In the event of a vacancy of the Office of First Vice President, the Second Vice President shall succeed to the office of First Vice President.

[3] Second Vice President: In the event of a vacancy of the Office of Second Vice President, the office will be filled by election of a successor.

Regional Directors: In the event of a vacancy of a Regional Director's seat on the Board, a new Regional Director shall be elected by the members of the Region where the seat is vacated.

[a] When a special election is to be held to fill an unexpired term of the 2nd Vice President or a Regional Director, an announcement will be made in the ACFA Bulletin. Time provided for candidates to file for the vacancy shall not be less than 30 days nor more than 60 days from date of the announcement. Date of announcement to be determined by the official postmark on the bulletin announcing the

vacancy. Election shall be conducted in the same manner as prescribed in Article IX, Annual Balloting, with exceptions as noted above.

[b] If the unexpired term of office is six [6] months, or less, at the time the office is vacated, the elected successor shall continue in that office for the following 3-year term.

#### Section 4. Meetings.

- a. Notice. Meetings of the Board of Directors may be called by the order of the President, or the First Vice President, upon thirty [30] days notice by email and an announcement published in the ACFA Bulletin and on the ACFA website. Such notice shall state the time, place and purpose of the meeting. Telephone calls to the Officers and Directors shall not constitute a valid notice, nor shall a telephone conference call constitute a valid meeting of the Board of Directors. This does not prohibit video conferencing as long as the video conference is open to the membership.
- b. Quorum. A simple majority of the members of the Board of Directors currently serving in office shall constitute a quorum for the transaction of business at a meeting of the Board.
- c. Rules of Order. All meetings of the Board of Directors shall be conducted in accordance with Robert's' Rules of Order [Revised] except where such Rules may conflict with these Bylaws.
- d. Effective Date. All actions by the Board shall become effective upon adoption unless the action sets some other specific date, or it conflicts with an effective date specified in the Bylaws, Show Rules or Registration Rules.

#### Section 5. Actions by Mail Vote.

The Board may act on certain matters by mail ballot in lieu of convened session in the manner prescribed below:

- a. Subject. A copy of the proposed action and all pertinent supportive information or documentation on the subject shall be mailed to each Board Member.
- b. Originator. Proposals for Board action may be originated by any Member of the Board with a request that the matter be submitted by the ACFA Executive Director for vote. Thereupon it shall be the duty of the Executive Director to submit the matter to the Board Members for a vote. The President or First Vice President may, at his/her discretion, send a mail ballot directly to the Board Members for vote without sending it to the Executive Director for mailing.
- c. Return of Ballot. Ballots on all proposals for Board action shall be returnable to the Executive Director within 28 days from the date the ballot was mailed, as evidenced by the postmark on the envelope **or timestamp if sent via email,**

excepting ballots regarding the employment of the Executive Director, which are returnable to the President.

[1] Ballots returned by mail will be dated and signed by the Officer/Director. Ballots, and their results, will be filed at the ACFA Central Office for one year.

[2] Ballots returned by electronic means must note the sender's name, date and time of transmittal. A copy of the vote of the Officer/Director will be kept on file at the ACFA Central Office for one year.

- d. Majority Vote Required. Adoption by the Board of Directors of any proposal voted upon by mail vote shall require the affirmative vote of a majority of all Board Members holding office, except as specifically stated in these Bylaws.
- e. Effective Date. All actions by the Board shall become effective upon adoption unless the action sets some other specific date, or it conflicts with an effective date as specified in the Bylaws, Show Rules or Registration Rules.
- f. Publication. Completed actions by Mail Vote will be published in the Bulletin. Such publication to include the text or synopsis of the action and the results of the balloting unless otherwise restricted in these Bylaws.

#### Section 6. Duties of the Board.

The Board will conduct the routine business affairs of ACFA, enforce the Association Rules and other duties as may be specified in these Bylaws. Powers not provided in these Bylaws are reserved for the ACFA Members.

- a. Business Affairs. The Board will, in accordance with the Bylaws, direct all the business affairs of ACFA and provide the Executive Director with guidelines and directives for the performance of his/her duties.
- b. Amendments to Rules. Proposed amendments to Rules of ACFA, may be referred to the membership for balloting in the next election issue of the ACFA Bulletin. Publication and balloting process will be in accordance with Article IX of these Bylaws.
- c. Duty to Enforce Rules. It shall be the duty of the Board of Directors to properly and equitably interpret and enforce all the Rules of ACFA. For violation of the Rules of ACFA and acts and/or conduct inimical to the best interests of ACFA, the Board may take action as outlined in Section 12 of this Article. Acts or conduct inimical to the best interests of ACFA shall be defined as those which create a climate of antagonism toward the Association, fostering hostility, ill will, hatred or mistrust of its elected officials.

## Section 7. Duties of the President.

The President shall preside at all convened meetings of the Board of Directors and shall perform such other duties as are delegated to him/her in these Bylaws or may be delegated to him/her by a majority vote of the Board of Directors. He/she shall not have authority to file lawsuits or enter into contracts in the name of ACFA without the approval of the Board of Directors given by a duly constituted three-fourths [3/4] majority vote. The President shall coordinate the functioning of association business. The President shall be ex-officio a member of every committee.

## Section 8. Duties of the Vice Presidents.

- a. First Vice President. The First Vice President will act as advisor on Association affairs. In the absence of the President, or in the event of inability or refusal of the President to act, the First Vice President shall assume the duties, and act in the place of the President. In addition, the First Vice President shall perform such other duties as may be delegated by the Board of Directors or the President.
- b. Second Vice President. The Second Vice President will act as advisor on Association affairs. In addition, the Second Vice President shall perform such other duties as may be delegated by the Board of Directors or the President.
- c. Assignment of Duties. Duties of the Vice Presidents may be reallocated at the discretion of the President.

## Section 9. Duties of the Directors.

- a. Duties. The Directors shall keep the President and Executive Director of ACFA informed on all matters concerning the Members, Clubs and ACFA in their respective Regions. Additionally, they will transmit any messages, reports or questions submitted by the President or Executive Director to their Regional Council Members for consideration of the Council, and the Clubs and members of the Region.
- b. Regional Council. The Director shall act as Chair of the Regional Council, which shall be composed of active Members within the Region as appointed by the Director.

[1] The Club representative on the Regional Council shall be an active member within the Region as appointed by the Director.

[2] It shall be the duties of the Councilors to give information, advice and counsel to the Regional Directors to keep the President and Executive Director of ACFA informed on all matters pertaining to the Club and ACFA and its members in their area.

## Section 10. Compensation.

Officers and Directors shall serve without compensation except as follows:

- a. Travel. Traveling expenses incurred in attending Board Meetings may be reimbursed by ACFA on the recommendation of the Executive Director and depending on the current financial situation of ACFA at the time. The Board of Directors will vote as to the amount and manner such reimbursement is to be made.
- b. Officers. The President and Vice Presidents shall be reimbursed for necessary postage and telephone calls in the performance of their official duties. Such reimbursement shall be requested by submitting a detailed statement, and receipts, to the ACFA Executive Director. Any reimbursements exceeding \$50/quarter shall require the prior approval of the Board of Directors.
- c. Directors. The Regional Directors shall be reimbursed for necessary postage used in performance of their Official duties. Such reimbursement shall be requested by submitting a detailed statement to the ACFA Executive Director. Any reimbursements exceeding \$50/quarter shall require the prior approval of the Board of Directors.

## Section 11. Continue in Office.

Each incumbent Officer or Director shall continue in office until his/her successor is duly elected and installed.

## Section 12. Discipline.

An individual on which disciplinary action is being considered by the Board, in accordance with Section 6c above, will be notified of such pending action and provided all information forwarded to the Board Members for consideration as proof of the allegations. The accused will have thirty [30] days from the receipt of such notification to respond to the charges and submit any evidence or rebuttal. It is the responsibility of the accused to forward **a copy** of his/her response to the ACFA Central Office. Such response, accompanied by a Board Ballot, will then be forwarded to the Members of the Board for final determination and voting on the matter at hand. **In the event the evidence is too large to be transmitted via email, the accused shall provide eleven (11) copies of the evidence.**

- a. Assessed Penalties. For being found guilty of violation of any Rules of ACFA or acts and/or conduct inimical to the best interest of ACFA, the individual may be assessed one or more of the following penalties, or a lesser penalty.

[1] Barred from exhibiting cats in licensed ACFA Shows for any period of time up to one year.

[2] Denied any, or all, administrative services provided by the ACFA Central Office.

[3] Suspended from all privileges of membership for any period of time up to one year or expelled from membership.

[4] Removed from office, if an Officer, Director, or Committee Member, whether elected or appointed.

[5] Removed from the ACFA Judge's List, if a licensed Championship, Trainee or Household Pet Judge.

- b. Appeal. Any individual being penalized by the Board pursuant to this Article shall have the right to appeal the decision of the Board of Directors to the Discipline Committee.

[1] The individual penalized by the Board of Directors may forward a letter to the ACFA Central Office and request that the Discipline Committee review the case. The Letter of Appeal must state the reason[s] the individual considers the Board's decision to be unjust and may include any evidence on his/her behalf to support the appeal. The Letter of Appeal must be filed within ninety [90] days of receipt of the notification of the Board's decision and be accompanied by an Appeal Filing Fee, as determined by the Board of Directors, to defray all administrative costs.

[2] Upon receipt of the Letter of Appeal, the Executive Director shall provide the Chair of the Discipline Committee with **a copy** of all documentation considered by the Board of Directors during its investigation, an extract of the minutes of the Board Meeting pertaining to the case [or the Board Ballot presented to the Board, if by mail] and results of the balloting. **In the event the evidence is too large to be transmitted via email, the accused shall provide eleven (11) copies of the evidence.**

[3] Upon receiving the Appeal, the Chair of the Discipline Committee may either personally process the case or assign it to the member of the Committee in the Region in which the person filing the appeal resides. The Discipline Committee Member processing the case will forward the Letter of Appeal and all related documentation to each member of the Committee for review. The Discipline Committee shall reach a decision on the appeal in the manner described in Article XV. The only decision that may be rendered by the Discipline Committee in the case of an appeal is to either uphold, or overturn, the action taken by the Board. The decision of the Committee shall be final in the case and binding on all parties.

[4] If the Discipline Committee overturns the action taken by the Board, all rights and privileges of the individual will be restored, effective immediately.

### Section 13. Limit of Liability.

ACFA limits or eliminates the personal liability of its Directors, Officers and Executive Director to the fullest extent permitted by law.

## Article IX: ANNUAL BALLOTING

### Section 1. Date of Balloting.

ACFA will conduct an Annual Balloting of the Members, by secret mail ballot, to elect Officers, Directors, Committee Members and ratify amendments to the Rules of ACFA. Such balloting will be conducted each year in the month of October, or as soon thereafter as is practicable.

### Section 2. Candidate Filing Dates.

Candidates for election as an Officer, Director or Committee Member may file for candidacy no earlier than July 1st or later than September 1st, as evidenced by the postmark on the envelope containing the candidate filing notice, in those years as noted below.

#### a. Executive Officers:

[1] President: 2004 and every three (3) years thereafter.

[2] First Vice President: 2005 and every three (3) years thereafter.

[3] Second Vice President: 2006 and every three (3) years thereafter.

#### b. Directors:

[1] Eastern Canada, Southeast, Southwest: 2004 and every three (3) years thereafter.

[2] Southcentral, Northcentral, Northwest: 2005 and every three (3) years thereafter.

[3] Northeast, Midcentral, Northern Plains: 2006 and every three (3) years thereafter.

#### c. Discipline Committee. Candidates for membership on the Discipline Committee may file for candidacy in the following years:

[1] Chair. Same year as the President

[2] Regional Members. Same year as the Regional Director of their Region.

#### d. Breed Executive Committees. One third [1/3] of the Breed Executive Committees will be elected each year. Committees open for filing of candidacy will be announced in the Bulletin each year prior to the date candidate filings are accepted.

### Section 3. Issue Filing Dates.

Issues to be presented to the membership for ratification must be filed with Central Office no later than April 30th of the year in which amendments to the Rules of ACFA may be proposed.

## Section 4. Eligibility for Candidacy.

Candidates filing for any Office, Directorship or Committee Membership must meet the following prerequisites:

- a. General. All candidates must meet the following prerequisites at time of filing:

[1] Officers, Directors and Committee members must be a member of ACFA, in good standing, for at least five [5] consecutive years immediately prior to filing. Candidates to Breed Executive Committees must be a member of ACFA, in good standing, for at least three [3] consecutive years immediately prior to filing, unless the breed is in its first 3 years of being recognized for Championship competition. (See Article V for additional Breed Section requirements.)

[2] Be actively breeding and/or exhibiting, in ACFA, a breed recognized by ACFA for championship competition or hold Breeder Emeritus as confirmed by ACFA.- Exception: candidates for a Breed Executive Committee must be actively breeding and exhibiting the breed represented by the Committee for which they are filing. The requirement for candidates to be actively breeding and/or exhibiting is waived when filing for the Discipline Committee.

[3] Eligibility for Candidacy for a position on the ACFA Board of Directors and Officers will include an agreement not to hold an official position in any other Cat Fancy Association. Positions are defined as: Board of Directors, Officers, Central Office Employees, Club Board of Directors, Club Officers and Club Show Officials.

- b. Family/Household/Partnerships. Only one member of a family, household or cattery partnership may file for candidacy or serve concurrently as an Officer, Director or Discipline Committee Member. Only one member of a family, household or cattery partnership may file for candidacy or serve concurrently as a member of the same Breed Executive Committee. For the purposes of this Section "Family" is defined as: Husband, Wife, Mother, Father, Son, Daughter, Brother or Sister who may, or may not reside in the same household. No member of a family, household or cattery partnership, as defined in this section, of a Judge trainee, apprentice, or licensed judge may be eligible to file for the office of Chair or Member of the Discipline Committee.
- c. Place of Residence. Candidates filing for Office, Directorship or Committee Membership must meet the following residence requirements:
- [1] Officers, Chair of the Discipline Committee and Breed Executive Committee Members must reside within one of the States of the United States or Provinces of Canada.

[2] Directors and Regional Members of the Discipline Committee must reside within their respective Region as follows:

[a] Northeast: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Delaware, District of Columbia, Maryland, Virginia, West Virginia, Rhode Island or Vermont.

[b] Southeast: Alabama, Florida, Georgia, Mississippi, North Carolina, or South Carolina.

[c] Midcentral: Indiana, Kentucky, Michigan, Ohio or Tennessee.

[d] Northcentral: Illinois, Iowa, Minnesota, or Wisconsin. [Effective May 1, 2006.]

[e] Southcentral: Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma or Texas.

[f] Northwest: Alaska, Hawaii, Idaho, Oregon, Montana, Washington, Wyoming or British Columbia.

[g] Southwest: Arizona, California, Nevada or Utah.

[h] Northern Plains: Manitoba, Saskatchewan, Alberta, Yukon, Northwest Territories, Nunavut, North Dakota, South Dakota and Nebraska. [Effective May 1, 2006.]

[i] Eastern Canada: Those Provinces or Territories that are geographically located east of the Manitoba/Ontario Provincial Border - Ontario, Quebec, New Brunswick, Nova Scotia, Newfoundland or Prince Edward Island.

- d. Failure to Meet Prerequisites. Should at any time, during the term of office, an Officer, Director or Committee Member fail to meet the above prerequisites for candidacy, the office will be declared vacant immediately and an election held to fill the unexpired term, unless otherwise provided for in these Bylaws.

## Section 5. Eligibility To File An Issue.

A proposal to adopt, repeal, amend or revise the Rules of ACFA may be submitted by any ACFA Member, ACFA Chartered Club, recognized and duly constituted ACFA Committee or the Board of Directors except for proposals in regards to Breed Standards or Breed Issues which may only be submitted by the Breed Executive Committee.

## Section 6. Procedures for Filing.

The following procedures will be followed when filing for candidacy or submitting an issue to membership vote.

- a. Candidacy. Candidate must submit a statement of candidacy, in writing, to the ACFA Central Office on the dates and year prescribed in Section 2 of this Article. The statement of candidacy must be

accompanied by the candidate filing fee, as established by the Board of Directors and contain the following information.

[1] Name, Membership Number and address of residence of the candidate.

[2] Notation of the Office, Directorship or Committee for which the candidate is filing.

[3] Name and date of Show at which the candidate last exhibited a cat in the Championship classes and name and entry number of cat exhibited.

[4] ACFA Litter Registration Number of the most recent litter bred by the candidate.

- b. Issues. Rules for proposing amendments to the Rules of ACFA [Bylaws, Show/Registration Rules and Standards of Perfection] are contained in Article XVI.

#### Section 7. Published Statements/Pros and Cons.

The following rules apply for publication of statements or reasons to vote For or Against an issue.

- a. Candidate Statement. In addition to the listing in the Bulletin as a candidate for Officer, Director or Committee, a candidate may, at his/her discretion, publish a candidate statement in the Bulletin relating to his/her candidacy as provided below:

[1] Pay a publishing fee for each issue of the Bulletin in which the statement is to appear.

[2] Statement is not to exceed 200 words per issue.

[3] Statement shall be confined to the qualifications, Cat Fancy experience and service of the candidate to ACFA and the Cat Fancy and shall in no way refer to another candidate for office.

[4] No other statement or advertisement in support of a candidate shall be allowed to be printed in the ACFA Bulletin.

- b. Pros and Cons. Any ACFA Chartered Club, ACFA Member or group of Members in good standing may publish reasons to vote for or against [pros/cons] issues presented to the membership for ratification in the following manner:

[1] Reasons to vote for or against will not exceed 200 words. Cost for publication, per issue, will be as established by the Board of Directors, publication fee to be paid in advance of publication.

[2] All reasons to vote for or against an issue will include the name of the individual or organization that authored the reason and such names will be published in the ACFA Bulletin with the reason.

[3] Reasons for or against an issue must be based on fact or clearly stated as "an opinion of the author" if not supported by fact.

[4] Any reasons for or against, determined by the ACFA Attorney as misleading, based on misinformation or disproved by ACFA records, will not be printed unless the author agrees to revise the reason for or against as suggested by the ACFA Attorney so as to reflect the facts or remove any misinformation.

#### Section 8. Election and Balloting Procedures.

The following procedures will be followed in the conduct of the Annual Election of Candidates and balloting on issues for ratification by the membership.

- a. Announcement of Candidates/Issues. Candidates and Issues will be duly announced in the July/August, September and October issues of the ACFA Bulletin as follows.

[1] July/August Bulletin: This issue of the Bulletin will contain a complete listing of those elected positions for Officers, Directors and Committees which are open for filing of candidacy. A list of the candidates filing for office, and their candidate statements if submitted, will also be published.

[2] September Bulletin: The September issue of the Bulletin shall contain the following:

[a] List of elective positions open for filing, candidates and candidate statements.

[b] Proposed amendments to the Rules of ACFA with Pros and Cons, if provided, as submitted to the Board of Directors for consideration and referral to the membership for ratification.

[c] A sample of the Official Ballot. This ballot is NOT to be used for voting unless the Official Ballot is not received by November 21 of the election year.

[3] October Bulletin: The October issue of the Bulletin shall contain the following:

[a] List of candidates who have filed for the elected position of Officers, Directors or Committees and their candidate statements, if received.

[b] A synopsis of each proposed amendment to ACFA Rules and the Pros and Cons on each issue, if submitted. If the Pros and Cons are too numerous or of such length as to be financially prohibitive to publish, than a resume of both Pros and Cons shall be published.

[c] The Official Ballot for voting on Officers, Directors, Committee Members and proposed amendments to the Rules of ACFA.

- b. Ballots. Ballots for the membership will be either printed or inserted in the Fall Issue of the ACFA Bulletin or may be mailed separately in the case of special elections.

[1] Only such ballot forms as contained in the Bulletin or forwarded separately by ACFA shall be valid for voting. Handwritten facsimile ballot forms shall not be accepted or counted.

[2] Voting instructions will accompany each ballot and will note the date of counting for the ballots and the mailing address of the ACFA Ballot Box.

- c. Voter Eligibility. Each ACFA member in good standing for 6 months, or more, on the date of ballot counting shall be entitled to:

[1] Cast one vote on proposed amendments to the Rules of ACFA;

[2] Cast one vote for Regional Director, Board of Directors, Discipline Committee Members and other candidates;

[3] Cast one vote on Breed Issues and Breed Executive Committees;

under the following requirements and exceptions:

[1] A Member may not cast a proxy vote for another Member.

[2] Only Breeder/Exhibitor, Exhibitor/Fancier and Breeder Emeritus Members (see Article V. Section 3) of a specific Breed Section may vote on Candidates for their respective Breed Executive Committees.

[3] Only Breeder/Exhibitor and Breeder Emeritus Members of a Breed Section may vote on their respective Breed Standards or specific issues pertaining only to their breed.

- d. Marking the Ballot. Members should clearly mark their ballots in the space provided either for the candidate of their choice or to designate "Yes" or "No" on issues for ratification. No identifying marks, names or signatures should be placed on the ballot.
- e. Returning the Ballot. Ballots must be returned by mail to the ACFA Ballot Box not less than 30 days after the mailing date of the ballot [if mailed separately] or 45 days after the mailing of the October issue of the ACFA Bulletin. Mailing date will be evidenced by the postmark on the ballot envelope or the postmark on the official postal receipt issued by the Postmaster. Ballot envelopes may contain ONLY ONE BALLOT. Multiple ballots in a single envelope will be declared null and void. The ballot envelope MUST contain the following information for verification of voter eligibility.

[1] Name and address of member.

[2] Membership number and Region of residence.

[3] Breed Section membership[s].

#### Section 9. Ballot Counting.

Ballots will be counted by the ACFA Central Office Staff and verified by the ACFA Executive Director as per direction of the ACFA Board of Directors. Certification of ballot results will be the responsibility of the Board of Directors.

#### Section 10. Election of Candidates.

Candidates receiving the highest number of votes shall be elected to the Office, Directorship or Committee for which they filed.

- a. Tie Vote. In the event of a tie vote between candidates a Run-Off Election will be held (See Section 13).
- b. Uncontested Candidates. On September 1, when candidate filings are closed for those Offices, Directorships or Committees for which only one candidate filed, the President will "cast the vote of the assembly" and the candidate will be declared elected to the Office, Directorship or Committee without any further action.

#### Section 11. Ratification of Issues.

Issues receiving a simple majority vote of approval will be ratified excepting Breed Section issues, which require a 60% majority vote of the votes cast for ratification.

#### Section 12. Effective Dates.

- a. Candidates. Successful candidates will be seated on January 1st following the October balloting. Candidates elected to fill a vacancy will be seated immediately upon certification of the ballots. Exception: Uncontested candidates will be seated immediately upon closing date of filing of candidacy.
- b. Breed Issues. Breed issues ratified will be effective the first day of the new show season following certification of the ballots unless otherwise noted in the proposal as voted upon by the membership.
- c. Registration Rules. Ratified amendments will be effective on the first day of the new show season following the certification of the ballots unless otherwise noted in the proposal as voted upon by membership.
- d. Show Rules. Ratified amendments will be effective on the first day of the new show season following the certification of ballots unless otherwise noted in the proposal as voted upon by the membership.

- e. Bylaws. Ratified amendments will be effective January 1 following certification of the ballots unless otherwise noted in the proposal as voted upon by the membership.

#### Section 13, Run-Off Election.

In the case of a tie vote between candidates, a Run-Off Election will be held to determine which candidate will be seated in the Office, Directorship, or Committee position. The Ballot for the Run-Off Election will be published in the first available Bulletin following certification of the ballots or may be mailed separately. A Run-Off Election will be conducted in the same manner as described above in regards to voter eligibility, marking of the ballot, return of the ballot and ballot counting. If the tie is not resolved, a majority vote of the Board will determine the successful candidate.

### Article X: INTERNATIONAL DIVISION

The following shall apply to non-ACFA clubs in countries outside of North America.

#### Section 1. Partner Clubs.

Clubs, Federations or Councils with purposes similar to the stated purposes of ACFA may apply for International Division Partnerships. Fees for such partnerships shall be established by the ACFA Board of Directors. Individual International memberships shall be encouraged, as well. Those organizations shall have the privilege of sponsoring ACFA rings or entire ACFA shows under the Show Rules of ACFA.

#### Section 2. Clubs or Registries, which have working relationships with ACFA.

- a. While registries (associations, federations, councils, etc.) in some countries are denied foreign affiliations/ memberships by their own rules or customs, they may wish to have working relationships with ACFA, such as employing ACFA Judges or allowing their own Judges to officiate at ACFA shows under ACFA rules. People residing in those countries shall have the privilege of ACFA membership if they are allowed to do so by rules and customs in their own fancies, and ACFA shall welcome their membership.
- b. It shall be understood that under no circumstances will ACFA attempt to interfere in the politics of other countries' cat fancies, nor shall ACFA attempt to invade or absorb an established fancy on another continent. Furthermore, ACFA shall not embrace or recognize splinter groups that grow out of controversy within fancies with which ACFA has established friendly relationships.

#### Section 3. International Division Ambassadors.

The officially designated International Liaison Officer of each cat registry with which ACFA holds a partnership or has a working relationship shall be the representative who speaks to the ACFA Board of Directors, *through ACFA's officially designated International Division.*

#### Section 4. International Division Committee (ID Committee).

Reports on all International Division affairs shall be made to the Board of Directors by the International Division Committee, who shall keep the Directors up-to-date on activities in countries in which ACFA has working interests and relationships, as well as possibilities for expansion of ACFA's interests abroad. Recognizing that the I.D. Committee is cognizant of cat fancy activities, political shifts, splits and expansions abroad, all inquiries to Board Members or Central Office staff regarding relationships with ACFA shall be shared with the I.D. committee and input requested prior to action being taken.

### Article XI: EXECUTIVE DIRECTOR

#### Section 1. Central Office.

ACFA shall conduct Association business in a central office, the location of which shall not be moved without a prior vote of the ACFA Board of Directors by a three-quarters [3/4] majority vote of all the Board Members.

#### Section 2. Employ Executive Director.

An individual shall be employed by the Board of Directors to serve as Executive Director of the ACFA Central Office. The appointment will be determined by a three-quarters [3/4] majority vote of all the Board. The Executive Director shall be responsible to the Board of Directors and will be paid such compensation for his/her services as the Board of Directors may authorize.

#### Section 3. Guidelines.

The Executive Director shall function within the policies determined by the Board of Directors in the management of the business affairs of ACFA.

#### Section 4. Secretary/Treasurer.

The Executive Director shall function as the Secretary and/or Treasurer of ACFA. He/she shall have direct charge of the registration of cats and Catteries, the issuance of Show Licenses, and the administration of the business affairs of ACFA as predetermined by the Board of Directors.

#### Section 5. Minutes/Ballots.

The Executive Director shall keep a record of the minutes of the Annual Convention and all other meetings of the members and of the Board of Directors. He/she shall keep in his/her minute book a record of all matters submitted by mail vote to the members and to the Board of Directors including the resulting vote of each matter submitted.

#### Section 6. Board/Office Policies

The Executive Director shall keep a record of all Board and Office Policies. These shall include but are not limited to:

- a. Conflict of Interest Covenant – Fiduciary Responsibilities
- b. Whistleblower Protection Policy



- c. Record Retention and Document Destruction Policy
- d. Employee Handbook Guidelines and Policies

#### Section 7. Membership Record.

The Executive Director shall keep a record of the members of ACFA with their names and addresses, and shall prepare and mail out all ballots to the members.

#### Section 8. Quarterly Report.

The Executive Director shall keep a true and correct record of all assets and liabilities, receipts and disbursements, and shall make a quarterly report to the Board of Directors and to the membership. During the annual open membership meeting, the Executive Director shall present a report as defined by the Board of Directors. The reports will be published in the ACFA Bulletin.

#### Section 9. Assistants.

One or more Assistants may be employed by the Executive Director. They may be assigned such duties and paid such compensation as the Board of Directors may authorize.

#### Section 10. Other Duties.

The Executive Director shall perform other duties as may be assigned by the Board of Directors.

### Article XII: LICENSED JUDGES

#### Section 1. Classification of Judges.

- a. Championship. Judges shall be classified as: Trainee Judge or Specialty Judge [Longhair and/or Shorthair] or Allbreed Judge or Judge Emeritus. Judges may be additionally licensed as: Mechanics Training Judge; Breed Specialty Training Judge; Allbreed Training Judge; and Allbreed Teaching Judge, in accordance with the current ACFA Judging Program as established by the Board of Directors.
- b. Household Pet Judges. Household Pet Judges may also be trained and licensed for judging the household pet class in accordance with the Household Pet Judging Program Guidelines as established by the Board of Directors.
- c. Eligibility for Licensing. Eligibility for licensing / continued licensing as a licensed championship or household pet judge will include an agreement not to hold an official position in any other Cat Fancy Association. Positions are defined as: Board of Directors, Officers, Committee Chairs or Members, Central Office Employees, Club Board of Directors, Club Officers and Cub Show Officials.

#### Section 2. Application Requirements:

Any member of ACFA may apply to enter the ACFA Championship Judging Program if he/she meets the following requirements:

- a. Prerequisites/Age. Application for the Judging Program to be made to the Board of Directors, on forms provided for that purpose. Applicant must be a Member in good standing of ACFA and 21 years of age, or older.
- b. Experience. Applicants must meet the prerequisites as established by the Board of Directors for entry into the ACFA Judging Program.
- c. Submission of Application. Application will be submitted to the Board of Directors through the Chair of the Judges' Executive Council. The Chair will review the application for completeness and accuracy of information presented as can be verified by ACFA Office records. If all prerequisites have been met, and the information complete, the application will be presented to the Board of Directors for consideration. Such action will be accomplished at such time as the Board of Directors is convened.
- d. Licensing/Trainee. If the applicant is found acceptable by the Board of Directors, the Executive Director will issue the Applicant a Trainee Judge's License authorizing them to commence with the Judge Training Program as specified by the Board of Directors.
- e. Eligibility for Training Program. Eligibility for entry in the championship training program will include an agreement not to hold an official position in any other Cat Fancy Association. Positions are defined as: Board of Directors, Officers, Committee Chairs or Members, Central Office Employees, Club Board of Directors, Club Officers and Club Show Officials.

#### Section 3: International Division Guest Judge

- a. Judges who are affiliated with ACFA partner clubs in the International Division, or with registries with which ACFA has working relationships ( for example, CCCA and ACF in Australia, NZCF in New Zealand, CAA in China and GCCF in Great Britain) may apply to officiate at ACFA shows on the North American continent and elsewhere. Applications will be available from the International Division (ID) chair, and will be received and reviewed by the ID committee, who will make recommendations to the Board. The Board shall issue licenses following a positive vote via mail ballot or at a convened session
- b. An International Division Guest Judge licensed by an association /federation based outside of North America may not hold a judging license with any other North American based association/ federation with which ACFA does not hold an official reciprocity agreement.

#### Section 4. Reciprocity Judges

The application requirements for Reciprocity Judges from other associations will be the same as those outlined for ACFA Championship Judges unless otherwise provided for in the reciprocity agreement.

### Section 5. Continuing Education

Championship judges are required to complete continuing education requirements by the Board of Directors.

### Section 6. Judging Licenses.

- a. All ACFA licensed Judges (excluding International Division Guest Judges) must be a member in good standing of ACFA.
- b. Annual Licensing. All Judging Licenses shall be issued for a period of one year, from May 1 until April 30 of each year. The license fee is established by the Board of Directors.
- c. Statute of Limitations. Once the Annual Judges' Review has been completed and a Judge's License issued, the past year's performance that was reviewed will be closed to further disciplinary action.

### Section 7. Responsibilities.

#### a. Championship Judges' Responsibilities.

[1] Judges have the responsibility of staying abreast of the Standards of Perfection, Color Classifications and any changes in the Show Rules. The ACFA Executive Director will publish all changes in the Show Rules and Standards affecting Judges and Shows and mail a copy to each Judge.

[2] Judges must comply with any rule affecting Judges and Shows in the Bylaws or Show Rules and failure to do so will result in appropriate disciplinary action by the Board of Directors.

[3] Judges must officiate and/or exhibit a minimum of 3 weekends during two consecutive Show Seasons to be considered for relicensing at the Board of Directors' Annual Review of Judges. For purposes of this rule, exhibiting is personally showing a cat of his/her ownership in the Championship or pedigreed Kitten Classes of an ACFA Show. The minimum requirement to Judge or Exhibit may be waived by the Board of Directors for Judges in isolated areas or who may have personal or family reasons they cannot comply with this rule.

#### b. Board of Directors' Responsibilities.

[1] The selection, appointment, licensing, demotion, dismissal, criticism and promotion of Judges shall be the duty of the Board of Directors, and such duty and responsibility may not be delegated to an individual Judge, to a Board of Judges or organization of Judges. The Board of Directors shall establish the Judges Executive Council (JEC) as a committee of Judges elected by the Judges to provide training, examinations, recommendations, and administrative services

pertaining to Judges. All actions of the JEC must be approved by the Board of Directors.

[2] Upon presentation of serious charges from any member or Show Committee, in writing and accompanied by substantial evidence, the Board of Directors may temporarily suspend the license of any Judge until such time as the matter may be fully resolved at a meeting of the Board of Directors. The Judge shall be advised that he/she is entitled to appear and/or be represented and defended, orally or in writing, against any charges.

[3] Actions taken by the Board of Directors in regards to licensed Judges, Trainee Judges or Judge Applicants will be treated in confidence. However, a report will be published in the ACFA Bulletin of such actions with the following restrictions:

[a] Promotion: The names of all Judges selected for promotion after they have completed all requisites [i.e.: successful completion of written exams, special training, etc.] for advancement.

[b] Probation: Names of Judge placed on Probation will not be published or made public knowledge. Such information will only be contained in the Judge's official file.

[c] Suspension/License Not Renewed: Names of the Judges suspended or whose Judging License is not renewed at the Annual Review will be published in the ACFA Bulletin. The published report will also note the authority for such action by the Board [i.e.: violation of Show Rule Article VII, etc.]

[d] Demotion: The names of Judges demoted will be published in the Bulletin noting: [1] the level of license to which they were demoted and [2] the authority for the Board's action.

#### c. Clubs' Responsibilities.

[1] Clubs may not require Judges to accept or refuse lodging in a private home before, during or after the Show.

### Section 8. Judge's Right of Appeal.

When any adverse actions are taken against a Judge in accordance with 6b above, the Judge will be notified, in writing, and provided a detailed accounting of the specific charges and/or reasons for such action taken. The Judge has the right to request the Board to reconsider the action taken within 30 days from receipt of the notification. The Judge may request the appeal to be considered by mail ballot or at the next convened session of the Board as follows:

- a. Submit a letter of request for reconsideration to the Board accompanied by any additional evidence or mitigating circumstances the Judge feels is pertinent and was not considered by the Board previously. Such additional information will be forwarded to the ACFA Executive Director. The

Executive Director will provide the additional information to the Judges' Executive Council and request the matter be reviewed and a recommendation submitted to the Board. On receipt of the Judges' Executive Council's recommendation and a mail ballot to the Board for reconsideration or

-- the Judge may --

- b. Submit a letter to the Board asking to be placed on the agenda at the next convened session to personally address the Board. On receipt of the request the Judge shall be provided the date and time s/he is to appear before the Board. The purpose of appearance will be to present additional evidence or mitigating circumstances in support of his/her request for reconsideration of the Board's previous action.

#### Section 9. Judges Listing.

A list of all Licensed Judges will be published in the ACFA Bulletin at least two [2] times a year. This list will appear 1) after the Semi-Annual Board of Director's meeting; and 2) after the Annual Board of Director's meeting. There will be a section of EACH ACFA Bulletin set aside for any changes of address and/or telephone number of judges to be listed.

### Article XIII: PUBLICATIONS

#### Section 1. ACFA Bulletin.

- a. Recipients. ACFA will publish a Bulletin bimonthly [excepting September and October when it will be published monthly] to be provided each Regular Member, paid for by a portion of their Annual Membership dues. The Board of Directors may direct the issuance of special issues. Subscription rates for Junior or non-members will be established by the ACFA Board of Directors.
- b. Publisher. ACFA will be the official Publisher of the ACFA Bulletin.
- c. Content. The ACFA Bulletin will contain such information that is of interest to the membership as a whole to include, but not be limited to, articles of interest to the Cat Fancy, announcement of Rule changes, notice of Candidates filing for election, Show Schedule and other reports, ballots and ballot results as outlined in these Bylaws.
- d. Reports. A quarterly report shall be published in the ACFA Bulletin noting any action[s] taken by a Board of Directors' Mail Ballot. This report will contain the results of these ballots, including the vote [negative, affirmative, blank ballot or ballot not received for tabulation] of each Board Member.

#### Section 2. ACFA Yearbook.

- a. Type Publication. ACFA shall publish an annual Yearbook announcing the Inter-American and

Regional Year End Awards. The Board of Directors, upon recommendation of the Executive Director, shall establish the sale price of the publication and the rates for advertising in the Yearbook.

- b. Publisher. ACFA will be the official Publisher of the Yearbook.

#### Section 3. Other Publications.

ACFA may, at the discretion of the Board of Directors, publish any forms, folders, stud books, pamphlets, booklets or books that may be of benefit to the business affairs of ACFA or of interest to the Cat Fancy as a whole. These will include publications as directed by the Board.

#### Section 4. Publication Revisions.

- a. Publication of Revisions. ACFA will revise such publications as the Bylaws, Show Rules, Registration Rules and Standards of Perfection as required when major changes or revisions have occurred. All such publications shall be published on standard 8 1/2 inch by 11-inch paper in loose-leaf form and drilled for a three ring binder.
- b. Interim Revisions. ACFA will print those pages of these publications, which are revised, reflecting these amendments and revisions. Copies of these revised pages will be immediately, upon publication, forwarded to all ACFA Licensed Judges and Trainee Judges, Judges and Trainees to be charged a nominal fee to cover publication and mailing costs. These revised pages will also be available to the membership, on request, at the same cost. All copies of these publications sold after the revised pages are produced will contain these revised pages at no additional cost to the purchaser.

### Article XIV: INITIATIVE, RECALL AND REFERENDUM

#### Section 1. Initiative.

Any new matter concerning the Rules of ACFA may be submitted to the membership on an Initiative Petition for mail vote. Such petition, however, may not present a matter that, if ratified by the members, would be in violation of Federal, State, County, Corporate or Contractual Laws or the Bylaws of ACFA.

#### Section 2. Referendum.

Any matter, previously voted upon by the Members or acted upon by the Board of Directors, concerning the Rules of ACFA may be reversed or changed by presentation of the issue on a Referendum Petition for mail vote of the membership. Such petition, however, may not present a matter that, if ratified by the members, would be in violation of Federal, State, County, Corporate or Contractual Laws or the Bylaws of ACFA.

#### Section 3. Recall.

Such a petition may be for a vote of the General Membership, Regional membership or the members of a specific committee for removal from elected office of one, or more, Officers, Directors, or Committee Members.

- a. Who May Recall. Elected officials may only be subject to recall by those members who are qualified to vote for the Office, Directorship or Committee position in which they are serving.
- b. Petition Requirements. Recall Petitions must contain the following information:
  - [1] Name of individual being recalled and elected position held.
  - [2] Specific charges being filed against the individual and Rule and/or Article which they are accused of violating.
  - [3] Substantiating Evidence, in writing, to support the charges. Statements, by individuals, entered into evidence, must be signed. Anonymous statements or accusations are not admissible.
- c. Notification of the Accused. The individual being recalled must be provided all charges and evidence a minimum of 60 days prior to publication of the Petition to respond in his/her defense.

#### Section 4. Rules for Filing.

A petition to be presented to the membership for vote must be filed as follows:

- a. Intent to File. An intent to file a petition must be recorded with the ACFA Executive Director. The intent to file must be accompanied by a filing fee as established by the Board of Directors. No petition shall be presented to members for their signature before the "intent to file" the petition has been properly recorded with the ACFA Executive Director.
- b. Filing Petition. A petition, properly signed with the signatory's ACFA Membership number and containing the required number of signatures, will be filed with the ACFA Executive Director within 30 days after the intent was recorded. The required number of signatures on a petition are:

[1] Association Rules: Must be signed by a minimum of 100 ACFA members in good standing.

[2] Breed Section Issues: Must be signed by a minimum of 100 Breed Section Breeder/Exhibitor Members or 50% of the Breed Section Breeder/Exhibitor Members, whichever is less.

[3] Recall of Elected Officer/Chair of Discipline Committee: Must be signed by a minimum of 100 ACFA members in good standing who have been a member of ACFA for 180 days or more at the time they sign the petition.

[4] Recall of Regional Director/Discipline Committee Regional Members: Must be

signed by a minimum of 100 members of the Region or 50% of the Regional Membership, whichever is less. Members signing the petition have to be members of ACFA for 180 days, or more, at the time they sign the petition.

[5] Recall of Breed Executive Committee Member: Must be signed by a minimum of 100 Breed Section Breeder/Exhibitors and Exhibitor/Fanciers or 50% of the Breed Section Breeder/Exhibitor and Exhibitor/Fancier Members, whichever is less.

- c. Signatures. Signatures on the petition must be legible [or name of the signer printed below the signature] and be noted with the signatories' ACFA Membership numbers.

#### Section 5. Procedure:

The ACFA Executive Director is responsible for the following administrative actions:

- a. Upon receipt of an intent to file a petition, accompanied by the filing fee, the Executive Director will duly record its receipt and notify the Board of Directors of the pending petition.
- b. If the signed petition is received within 30 days after the recording of the intent to file, the Executive Director will then verify that all signatories are members in good standing and eligible to sign the specific petition as noted in Section 4 above. If the petition is in order in accordance with these rules, it will then be published and a ballot issued as specified in Section 6 below.
- c. If the initiators of the petition fail to file the petition within 30 days after recording an intent to file or a petition is filed without the required number of signatures then it will be declared null and void and no further action on the same matter may be submitted for at least six months. If a petition is declared null and void 75% of the filing fee will be returned to the initiators, the balance to be retained by ACFA to cover administrative costs incurred.

#### Section 6. Publication and Balloting.

Petitions shall be published in two consecutive issues of the ACFA Bulletin, that being the September and October issues, unless otherwise directed by the Board of Directors.

- a. The September issue will contain the petition and pros and cons, if presented.
- b. The October issue will contain a synopsis of the petition, with pros and cons, if presented, and a ballot for the vote of the membership.
- c. The Board of Directors may authorize a petition to be printed in any two consecutive issues of the ACFA Bulletin when it is deemed the action [or inaction] requested in the petition is of an

emergency nature and an immediate ruling on the issue is required for the good of ACFA.

- d. Balloting and counting of the ballots will be in accordance with Bylaw Article IX.

#### Section 7. Right of Appeal [Recall Petitions].

Any individual that has been recalled from Office, Directorship or Committee has the right to appeal the action taken by a vote of the membership. Such appeal may not be based simply on a request for a second balloting, but must be supported by new evidence not previously considered by the membership. Such new evidence shall be submitted to the Board for review and, if accepted, referred to the membership for vote. The new evidence will be published in the Bulletin [issue determined by the Board] along with a ballot for a vote of the membership. Voter eligibility on the appeal is the same as for the original Recall Petition.

### Article XV: DISCIPLINE

#### Section 1. Show Protests.

- a. Procedure. Protests, charges of misconduct or the violation of rules and regulations of ACFA arising in connection with a Show shall be first filed, in writing, with the Show Committee, within ten [10] days following the Show. A filing fee, as established by the Board of Directors, payable to ACFA shall accompany the protest.
- b. Show Committee Review. It shall be the duty of the Show Committee to endeavor to settle the protest. If the case is settled by the Show Committee, and finally dismissed, any expenses in connection with the case may be deducted from the filing fee and the balance will be returned to the Complainant.
- c. Decision of the Show Committee.

[1] If the Show Committee upholds the protest, or for any reason declines to act on the case, the charges, evidence and filing fee will be returned to the Complainant. The Complainant may then file the protest with the Chair of the Disciplinary Committee in accordance with Section 3 below.

[2] If the protest is dismissed by the Show Committee, or the Complainant is not in agreement with the Show Committee's settlement, he/she may appeal to the Disciplinary Committee in accordance with Section 3 below.

[3] The Show Committee will render a decision, or inform the Complainant that they decline to act on the case, no later than 30 days from receipt of the protest and filing fee.

#### Section 2. Disciplinary Committee.

- a. Composition. A Disciplinary Committee shall be elected consisting of: one [1] member elected by and from the members of each Region and a Chair elected by and from the members of all Regions. Each member of the Committee will serve a term concurrent with his/her respective Regional Director. The Chair will serve a term concurrent with the ACFA President.
- b. Eligibility. Only members with five or more years of membership in ACFA and who do not hold an office on the Board of Directors or Judges Executive Council or a Judging License in ACFA are eligible to serve as a member of the Committee. [See also Article IX, Section 4.]
- c. Election. The election of the Disciplinary Committee will be conducted in accordance with Article IX.
- d. Vacancy. In the event of a vacancy on the Disciplinary Committee the following rules apply:

[1] In the event of a committee member vacancy during the term of office, the candidate from the previous election receiving the next highest number of votes for the vacated position will automatically be seated on the Committee.

[2] If there is no eligible candidate from the prior election to assume the vacated position, the Board of Directors shall appoint a committee member, or Chair, if applicable, to serve until the next annual election. Said committee member or Chair to serve only for the remainder of the unexpired term.

#### Section 3. Duties.

It shall be the duty of the Disciplinary Committee to receive all protests, complaints, charges of misconduct, appeals or violations of rules, regulations and/or Bylaws of ACFA that may be filed by any ACFA member in good standing, Officer, Director, Chartered Club or the Board of Directors, or that may be referred to the Committee by Show Committees. It shall further be the duty of the Committee to consider the evidence submitted in each case or appeal and to render a decision.

#### Section 4. Charges.

- a. Complainant. Any ACFA member in good standing, Officer, Director, Chartered Club or the Board of Directors may file a protest or charges against any ACFA member, Officer, Director, Chartered Club or the Board of Directors, charging misconduct or malfeasance in office or violation of a Show Rule, Registration Rule or any provision of the Bylaws of ACFA.

- b. Charges

[1] There shall be a **copy** of the charges, with a sworn statement alleging the truth of the charges, filed with the Chair of the Disciplinary Committee, accompanied by a non-refundable

filing fee payable to ACFA. [Fee to be established by the Board of Directors]. In the event that the costs as outlined in Section 10 below exceed the established fee, the excess costs will be paid by the Complainant. No fee shall be required on charges filed by the Board of Directors.

[2] With the exception of charges of malfeasance in office, all protests or charges must clearly cite the Bylaw(s), Show Rule(s) or Registration Rule(s) alleged to be violated by the accused party. If no Bylaw, Show Rule or Registration Rule is cited the Chair will return the complaint and filing fee, minus any expenses, to the Complainant.

- c. Evidence. The charges filed shall also be accompanied by a **copy** of evidence upon which the Complainant bases charges. **In the event the evidence is too large to be transmitted via email, the accused shall provide eleven (11) copies of the evidence.**
- d. Distribution of Charges. The Chair will then make distribution of the charges and evidence as follows:

[1] One copy forwarded to the Accused.

[2] One copy forwarded to each Regional Member of the Disciplinary Committee.

[3] Filing Fee forwarded to ACFA Executive Director.

#### Section 5. Processing Complaints.

- a. Processor. Upon receiving protests and charges as provided in Section 4 of this Article, the Chair may either process the case personally or assign it to the member of the Committee in the Region in which the person charged resides for processing.
- b. The Committee may seek or accept evidence affecting the case from any source from which it may be available.
- c. Rights of the Accused.
- [1] The Accused party shall be furnished with a copy of the charges and a copy of the evidence submitted by the Complainant and received by the Committee from other sources. This copy shall be sent to the Accused party by the Chair of the Disciplinary Committee.

[2] The Accused party shall be given fifteen [15] days to furnish evidence in defense against the charges.

- d. Rebuttal. Each party to the controversy shall have one fifteen [15] day period to challenge admissibility of evidence and to submit additional

evidence in rebuttal of evidence submitted by the other party.

- e. Certification of Evidence. All cases shall be processed by written correspondence. All evidence and exhibits submitted as evidence must be certified as true and authentic.

#### Section 6. Decision.

- a. Findings and Balloting. After all known evidence in a case has been received by the Committee, each member shall consider the evidence and submit an opinion to the Committee Chair. The Chair will then allow 7 days for email or telephone discussion of the case among Committee members. Following that discussion, the Chair will submit a ballot to the Committee members. A majority vote of the Committee shall be considered final. The Chair will notify the Complainant and the Accused of the results of the ballot within 24 hours of the final deadline for submitting a ballot.
- b. Time Limitation. All cases received by the Disciplinary Committee must be completed within a reasonable time and in no case concluded any later than six months from the time of receipt of the case.
- c. Decision Binding. The decision of the Committee shall be final in the case and binding upon all parties, although the case may be reopened upon the request of either party to the controversy, provided the request is supported by new evidence and accompanied by the payment of an additional filing fee.

#### Section 7. Injunction.

Where an infraction of the rules or illegality of action is alleged in the protest, or in cases where the welfare of ACFA is served, the Disciplinary Committee may enjoin the Accused and any other individual, Officer, Director or Club involved in the protest to cease and desist from any alleged infraction or illegal or injurious action until such time as a decision can be rendered in the case.

#### Section 8. Penalties.

Following a guilty ruling on any charge brought before the Disciplinary Committee, the Chair will ask the Committee members for penalty recommendations. All penalties recommended by Committee members will be placed on a ballot for Committee vote. The penalty receiving the highest number of votes will be assessed. The Chair will notify the Complainant and the Accused of the results of the ballot within 24 hours of the final deadline for submitting a ballot. Penalties may consist of only the following:

- a. The penalties provided in the Show Rules, Registration Rules or Bylaws of ACFA.
- b. For misconduct, malfeasance in office, or violation of the Show Rules, Registration Rules, or Bylaws, an individual may be assessed one or more of the following penalties, or a lesser penalty.

[1] Barred from exhibiting cats in licensed ACFA Shows for any period of time up to one [1] year.

[2] Denied any, or all, administrative services provided by the ACFA Central Office for any period of time up to [1] year.

[3] Suspended from all privileges of membership for any period of time up to one [1] year or expelled from membership.

[4] Removed from office if an Officer, Director, or a Committee Member whether elected or appointed.

[5] Recommended to the ACFA Board of Directors for removal from the ACFA Judges' List if a licensed Championship, Trainee or Household Pet Judge.

- c. Chartered Clubs found to have violated Show Rules or Bylaws may have their Charters canceled, or their Charter may be suspended for any period of time up to one [1] year.

#### Section 9. Reports.

Upon the conclusion of each case filed with or referred to the Disciplinary Committee, the Chair of the Disciplinary Committee shall file a report on the case with the Executive Director of ACFA. Such report shall contain a summary of the charges, the findings, the decision of the Disciplinary Committee and the penalties assessed, if any. The Executive Director shall transmit such information to the members of the Board of Directors, to the Complainant, to the Accused, and a file copy of the report shall be held in a permanent file for at least five years. A summary of the Disciplinary Committee's actions and findings will be reported in the next bulletin.

#### Section 10. Committee Receipts and Expenses.

- a. Filing Fees. All filing fees received by the Disciplinary Committee shall be forwarded to the Executive Director of ACFA to be deposited in the General Fund of ACFA.
- b. Chair. The Chair of the Disciplinary Committee will be reimbursed for those expenses incurred directly relating to the processing of the protest. Such expenses include: telephone, mailing and copy costs. Traveling expenses in connection with a case will not be paid by ACFA. Claims for reimbursement will be submitted, evidenced by inclusion of paid receipts, to the ACFA Executive Director.
- c. Regional Member. Members of the Disciplinary Committee shall be reimbursed for those postage expenses incurred in the performance of their duties. Claims for reimbursement will be submitted, evidenced by inclusion of paid receipts, to the Chair of the Disciplinary Committee for approval and subsequent

submission to the ACFA Executive Director for payment.

- d. Compensation. Members of the Disciplinary Committee shall not receive any compensation for their services, either from ACFA or the parties of a controversy, except as noted in "b" and "c" above.

#### Section 11. Rights of the Parties Involved.

- a. Both the Complainant and the Accused shall be furnished with copies of any evidence submitted by the other and received from any other source. Both the Complainant and the Accused shall be furnished with a copy of the report of the examiner or member of the Disciplinary Committee in charge of processing a protest, which is made to the other members of the Committee. Both the Complainant and the Accused shall be furnished with the result of the vote of the members of the Committee on the protest showing how each member of the Committee voted on the protest, together with copies of any concurring or dissenting opinions.
- b. Recovery of Filing Fee and Costs. Following all processes, including the appeal, should a protest be upheld by the Disciplinary Committee, the Complainant has the right, in accordance with these Bylaws, to file against the Accused for recovery of the filing fee and costs. Complainant may file against the Accused for the recovery of the filing fee and costs, in writing, by Registered or Certified Return Receipt mail, with a copy sent to ACFA Central Office. Upon receipt of payment, claimant must notify ACFA within 30 days. ACFA will withhold all the Accused show wins and finals until such time as he/she reimburses the Complainant for these fees and costs.

#### Section 12. Reinstatement.

Members who have been disbarred from showing or who have had their membership suspended or terminated may apply to the ACFA Executive Director for reinstatement. Such application shall be referred to the Board of Directors for consideration. If it appears to the Board that the applicant is worthy of reinstatement, such reinstatement shall be made effective.

#### Section 13. Appeal.

Either party to a controversy, upon the final decision by the Disciplinary Committee, may appeal the decision to the Board of Directors [excepting a decision on appeals filed in accordance with Article VIII].

- a. A Letter of Appeal will be forwarded to the Board of Directors through the Executive Director of ACFA within ninety [90] days following the announced decision of the Disciplinary Committee. The Letter of Appeal must state the reason the individual considers they have been unjustly treated by the Disciplinary Committee's decision and may include any evidence on his/her behalf to support the appeal. Such Letter of Appeal will be accompanied by an Appeal Filing

Fee, as determined by the Board of Directors, to defray all administrative costs.

- b. Upon receipt of the Letter of Appeal the Executive Director will request the Chair of the Disciplinary Committee to forward the entire case file to the ACFA Central Office. A copy of the entire file will then be forwarded to all members of the Board for their review. A decision on the appeal will be rendered by the Board at the next convened session of the Board of Directors following the receipt of the Letter of Appeal.
- c. At the convened session the President of the Board will ask each member of the Board to render an opinion on the case. Following discussion of the opinions presented the President will call for a vote of the Board to render their decision. The only decision that may be rendered by the Board is to either uphold or overturn the decision(s) of the Disciplinary Committee. The decision of the Board of Directors shall be final in the case and binding on all parties concerned. A summary of the Board's actions will be reported in the next bulletin.

#### Section 14. Conflicts.

Nothing in this Article shall conflict with, or detract from, the authority and responsibility of the Board of Directors to enforce the Show Rules, Registration Rules and Bylaws and to assess penalties for the violation thereof, or for acts and/or conduct inimical to the best interests of ACFA. The Disciplinary Committee shall concern itself only with such cases as are specifically brought before it, either by original action or by referral or appeal.

#### Section 15. Records.

At the termination of the office, the Chair shall forward to the ACFA Executive Director all records, including evidence, when practical, or a description of the evidence on cases, which have been closed by the Disciplinary Committee, to be retained with the file copy of the reports. All files on cases still open shall be turned over to the Chair's successor.

### Article XVI: AMENDMENTS TO ACFA RULES

#### Section 1. Rules of ACFA.

Rules of ACFA are defined as the Bylaws, Show Rules, Registration Rules and Breed Standards of Perfection. This Article in no way prohibits the exercise of Bylaw Article VIII, Section 6c or Article XIV, Sections 1 or 2.

#### Section 2. Members May Adopt.

The members of ACFA may, by a mail affirmative vote of a majority of the members voting, amend the Rules of ACFA. Such rules shall not be inconsistent with any provision of the Articles of Incorporation, Bylaws of ACFA or in violation of Federal, State, County, Corporate or Contractual Laws. On issues regarding regional realignment only members residing in the affected regions may vote.

#### Section 3. Breed Section.

Members May Adopt. The Breeder/Exhibitor Members of a specific Breed Section may, by a mail affirmative vote of a 60% majority of the members voting, amend the rules for the registration of their specific breed as are contained in Registration Rule Article III, Section 2 or Article IV, Section 5 ONLY. Such rules will not conflict with other Articles of the Registration Rules requiring a majority vote of the membership to be amended. Should any issue fail to pass or fail by a 60% majority vote; the Breed Executive Committee Chair will present the issue to the Breed Executive Committee no less than 60 days before the next convened session of the Board of Directors. The Breed Executive Committee, with consideration of the opinions of the Breed Committee as a whole, will determine whether to place the issue back on the available ballot. The Breed Chair will notify the Board of the Committee's decision no less than 30 days before the next convened session of the Board of Directors to ensure an appropriate timeline for inclusion. Should the Breed Committee determine the issue should not be re-balloted, the issue will be declared null and void. If the issue is placed on the ballot and should be issue fail again, then it will be declared null and void and should not be resubmitted for consideration until the next cycle for the issue.

#### Section 4. Year of Submission.

Proposed amendments to the Rules may be proposed each year:

#### Section 5. Submission of Proposals.

Proposals to amend the Rules may be submitted by any ACFA Member in good standing, any ACFA Chartered Club, any recognized and duly constituted ACFA Committee or the Board of Directors. Proposals must make reference to the Article and Section of the Rules to be revised or amended; provide the exact proposed wording of the revision or amendment; and include a reason for the acceptance of the proposal.

- a. Submission by Mail, Email or Fax. Proposals must be forwarded to the Central Office no later than April 30 of the year stated for amending the specific Rules. The amendment will be forwarded to the Rules Research Committee and subsequently to the Board of Directors to be reviewed, researched or considered for acceptance and referral to the General Membership vote.
- b. Open Meeting of Members. Any action requested by the members at the Open Session of Members [as defined in Bylaw Article VII, Section 4] that would amend the Rules of ACFA must be presented in writing, in the format described above, as the first order of business following the meeting being called to order by the presiding Chair. Such proposals, if accepted by the Board, must be submitted to the membership for ratification.
- c. Limitation of Submission. Once a proposal has been submitted and placed on the ballot for voting, the same proposal shall not be submitted



to the Membership for vote again within the ensuing twelve [12] months [except Breed Section issues that fail to obtain a 60% majority vote on the first balloting].

Section 6. Research of Amendments.

The Rules Research Committee shall research all proposed amendments to the Rules of ACFA before such amendments are submitted to the members. The purpose of this review is to find all pertinent Sections affected by the proposed change and to recommend revisions of the affected Sections to conform to the proposed amendment.

Section 7. Publication.

Any proposal to amend the Rules of ACFA shall be published in the ACFA Bulletin as prescribed in Article IX.

Section 8. Effective Date.

A proposed amendment, if accepted by a majority vote of the members voting, will become effective as noted below unless otherwise stated in the proposed amendment.

- a. Bylaws. Effective January 1 following certification of the ballots.
- b. Show Rules/Registration Rules. Effective the first day of the new show season following the certification of the ballots.
- c. Standards of Perfection. Effective the first day of the new show season following the certification of the ballots.

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