



# The International *Cat* Association

## Application for Charter

### Instructions:

1. Download the form.
2. Open the form in Adobe Acrobat Reader.
3. Fill out the form.
4. Save and Submit at <http://tfms.tica.org> to send the form.

Date: \_\_\_\_\_

### Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Check here if this is a new email address. Old Email Address: \_\_\_\_\_

### Club Information

Name of Club: \_\_\_\_\_

A club's name may not exceed 35 characters (including spaces).

Region of Club: \_\_\_\_\_

Office*	Name	Address	TICA Membership Expiration Date
President		Address:	
		City: State:	
		Country: Postal Code:	
Vice-President		Address:	
		City: State:	
		Country: Postal Code:	
Secretary		Address:	
		City: State:	
		Country: Postal Code:	
Treasurer		Address:	
		City: State:	
		Country: Postal Code:	
Counselor		Address:	
		City: State:	
		Country: Postal Code:	

\*All officers must be current members of TICA.



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## Application

Application is hereby made for affiliation of this organization by charter with The International Cat Association (TICA), under the following conditions:

### Article I

The name of this organization shall be: \_\_\_\_\_

(no more than 35 characters/spaces)

### Article II

The purpose of this club shall be:

- a. To sponsor and promote the welfare of all breeds of cats, including household pets (mixed breeds);
- b. To sponsor cat shows and special programs and otherwise promote the interest in and knowledge of all domestic cats;
- c. To cultivate friendship among and promote the interest of the owners, fanciers, and breeders of cats;
- d. To encourage breeding toward the TICA Standards and encourage the registration of cats within TICA;
- e. To promote and encourage kindness to all animals and to assist in the prevention of cruelty and maltreatment of animals;
- f. To encourage the spaying and neutering of any and all cats not specifically being used as part of a viable breeding program in order to reduce the excessive trend to over-population of, and tragedy among, unwanted domestic cats.

### Article III

Persons interested in the purposes of this club are eligible for membership under the conditions set forth in the by-laws.

### Article IV

This club shall be affiliated with The International Cat Association (TICA). All officers and not less than five members (additional members optional) shall be members of TICA in good standing.

### Article V

Only members of the club who are also members of TICA in good standing shall be eligible to serve as officers of this club.

### Article VI

The club is intended primarily to serve the interest of owners, fanciers, and breeders of cats residing in the following countries, states, or TICA region:

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### Article VII

Subject to approval of The International Cat Association, this club may adopt and amend by-laws not inconsistent with the by-laws, rules, and regulations of The International Cat Association.

Date of Application: \_\_\_\_\_



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## Organizational Procedures for a New Club

**Membership Requirements:** All officers of a new club must be members in good standing of The International Cat Association (TICA) and must remain members in good standing as long as they are officers. Five members of the club must be TICA members in good standing (including the officers).

**By-Laws:** A sample set of Club By-Laws are included with this packet to serve as a guide. A committee of intended club members may meet prior to the organizational meeting to draft By-Laws for consideration and adoption at that meeting. Any provision may be included in the Club By-Laws that is not inconsistent with the By-Laws, rules and regulations of TICA. A copy of the Club-approved By-laws must be included with the Charter Application furnished to the Executive Office for chartering of the club.

**Area Served:** The area to be served by the club ideally should be an area not already served by an existing TICA chartered club. However, differences in goals, purposes, proposed show dates or programs, and certain other beneficial factors may be taken into consideration to justify more than one club being chartered within an "area" of service. Check with your Regional Director or the Executive Office if there is a possibility of any conflict.

**Organization Meeting:** An organization meeting should be held, and officers, or temporary officers for the first year, elected. An application for charter should be filled out, signed, and sent to the Executive Office, together with the Charter Fee and a copy of the Club By-Laws. When the application has been approved, Club By-Laws received, and membership requirements met, a Charter Certificate, suitable for framing will be furnished to the club by the Executive Office.

### Points to consider in the organization process:

1. Selection of a club name. Terms such as "association" may not be utilized. No duplicates will be permitted.
2. Decide whether the club will promote all breeds or specialize in one particular breed.
3. Clearly define the purposes of the club. The six purposes listed in the Charter Application are required, however, other worthy purposes may be added.
4. The area to be served.
5. Eligibility for membership (charter, regular, family, life, etc.)
6. Amount of dues and date payable.
7. Place(s) and frequency of meetings.
8. Officers and committees.
9. Adoption of By-Laws.

If any additional information or help is needed, feel free to consult your Regional Director or the Executive Office.



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## Sample By-Laws

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Name of Club

### Article I – Name

The name of this organization shall be:

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(no more than 35 characters/spaces)

### Article II – Purposes

Section 1. It shall be the purpose of this club:

- a. To sponsor and promote the welfare of all breeds of cats, including household pets (mixed breeds);
- b. To sponsor cat shows and special programs and otherwise promote the interest in and knowledge of all domestic cats;
- c. To cultivate friendship among and promote the interest of the owners, fanciers, and breeders of cats;
- d. To encourage breeding toward the TICA Standards and encourage the registration of cats within TICA;
- e. To promote and encourage kindness to all animals and to assist in the prevention of cruelty and maltreatment of animals;
- f. To encourage the spaying and neutering of any and all cats not specifically being used as part of a viable breeding program in order to reduce the excessive trend to over-population of, and tragedy among, unwanted domestic cats.

### Article III – Membership

Section 1. Persons interested in the purposes of this club shall be eligible to apply for membership.

Section 2. Applicants for membership over the age of 18 years shall present themselves in person at a regular meeting. Section 3. Membership applications shall be acted upon separately and by secret ballot at the next regular meeting following the visit of the prospective member.

Section 4. A simple majority of votes shall be sufficient to elect or reject applications. Tie votes shall be considered as a rejection.

Section 5. Notice shall be sent to each elected or rejected applicant by the Corresponding Secretary.

Section 6. The dues of this club shall be \$ \_\_\_\_\_ per year for a single regular membership payable on or before (January 1) of each year for the ensuing year. Dues for two regular members of an immediate family shall be \$ \_\_\_\_\_ per year payable on or before (January 1) of each year for the ensuing year.

Section 7. Any husband, wife or child of a regular member or any person under the age of 18 years may apply for membership in this club as an Associate Member; and, if accepted, will pay one-half the dues paid by regular members. Associate Members may not hold office or vote, but shall have all other privileges of regular members.

Section 8. Upon failure to pay dues within 3 months after the due date, the delinquent member shall be automatically dropped from membership. Notice shall be sent to the delinquent member by the Corresponding Secretary at least 2 weeks before the grace period expires.

Section 9. It shall be the duty of each member to uphold the purposes of the Club by carefully fulfilling the terms of all transactions concerned with cats, such as sales, stud fees and pedigrees, whether such business is carried on with other club members or breeders or with the public at large. Upon receipt of written complaint from any injured party, the member will be subject to disciplinary action in accordance with Article IX of these By-Laws.

### Article IV – Affiliation

Section 1. This club shall be affiliated with The International Cat Association (TICA). All officers of the club shall be TICA members in good standing; there must be at least five members of the club who are members of TICA in good standing (including the officers).

### Article V – Location

Section 1. This club is intended primarily to serve the interests of the owners, fanciers and breeders of cats residing in the area (and environs).



#### Article VI – Meetings

Section 1. Regular monthly meetings shall be held on such dates and at such time and place as the Board of Directors shall designate.

Section 2. Special meetings may be called from time to time if necessary for the transaction of important business, and may be called by the President, Board of Directors or upon written demand of five members. The business at this meeting shall be limited to that mentioned in the call.

Section 3. Members shall be notified of the time and place of all meetings by mail, telephone or in person by the Corresponding Secretary.

Section 4. Five regular members shall constitute a quorum for the transaction of business.

Section 5. All meetings shall be governed by the parliamentary authority of Robert's Rules of Order, Revised.

#### Article VII – Officers and Directors

Section 1. The officers of this club shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and a Councilor. The offices of Recording Secretary, Corresponding Secretary and Treasurer may be combined at the discretion of the club.

Section 2. The management of the business and affairs of this club shall be under the direction of a Board of Directors consisting of the elected officers (and two additional elected directors).

Section 3. Officers and Directors shall be elected at the (December) meeting and shall take office on (January 1) to serve for the ensuing year or until their successors are duly elected. No officer shall be eligible to serve more than two consecutive terms in the same office.

Section 4. Vacancies in offices or on the club's Board of Directors shall be filled for the unexpired term by appointment by the remaining members of the Board of Directors.

Section 5. The club's Board of Directors shall elect annually a Membership Committee, an Attendance Committee, a Publicity Committee, a Show Committee, and any other committees deemed advisable.

#### Article VIII – Duties of Officers

Section 1. The President shall preside at all meetings of the members and of the Board of Directors, and shall perform such other duties as are incidental to his office. He shall be ex-officio member of all committees.

Section 2. The Vice President shall perform all the duties of the President in the absence of that officer.

Section 3. The Recording Secretary shall keep the minutes of all meetings of the members and the Board of Directors, and shall present them at ensuing meetings when requested.

Section 4. The Corresponding Secretary shall keep an attendance record and a list of all members in good standing with their names, mailing addresses and telephone numbers. A copy of such list shall be furnished each member at least once a year. He shall notify the members of regular and special meetings at least 1 week prior to date of meetings, advise applicants for club membership of the action taken on their application and be responsible for all other club correspondence.

Section 5. The Treasurer shall receive and have custody of all monies and shall deposit same in a bank account in the name of the club. He shall keep an account of all receipts and expenditures and shall render a financial report at each regular meeting. He shall furnish names and addresses to the Corresponding Secretary of all membership dues paid. Section 6. The Councilor shall be a member who is familiar with the Association, club, and show procedures and be able to guide and advise the club whenever assistance is needed or whenever the councilor feels that the club is not acting in the best interest of the fancy as a whole or is failing in some obligation to TICA.

Section 7. The Chaplain shall lead the club in its devotions and shall have charge of all memorial ceremonies.

(Optional)

Section 8. On or before April 1 of each year the President, Secretaries, and Treasurer shall make an annual report to TICA which report shall include a list of members of the club with their addresses, a report of any shows held during the year, a copy of the financial report of the club for the year and such other information as may be required by TICA.

#### Article IX – Discipline

Section 1. The Board of Directors may reprimand, fine, suspend, or expel from the membership, any person who, after a fair and impartial hearing, shall be found guilty of violating any rules of this club or TICA or of conduct detrimental to this club or to the cat fancy.



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**Payment Information**

Quantity	Description	Fee (USD)	Total Payment Amount
1	New Club Charter	\$50.00	\$50.00

**Credit card** and **PayPal** are submitted through Salesforce. To attach this form and submit a payment please go to <http://tfms.tica.org>.

To pay by **check** or **money order**: U.S. funds accepted only. Please mail to: P.O. Box 2684, Harlingen, TX 78551. For foreign U.S. bank accounts, we require a 9-digit routing number.

To pay by **wire transfer**: All wire transfers require an additional \$15 fee. Please contact the Executive Office for further instructions at +1 956.428.8046.