



# THE INTERNATIONAL CAT ASSOCIATION, INC.

## 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. Clubs chartered outside the US and Canada must have the Regional Director's signature on the Application for Charter.

**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;
  - a. Chartered name & region may not be changed.
  - b. Terms such as "association" may not be utilized.
  - c. No duplicates will be permitted.
  - d. The acronym "TICA" may not be used in the club name.
  - e. The club may not be named after a breed, a TICA registered cattery, or non-TICA society or club.
2. Clearly define the purposes of the club. The six purposes listed in the Charter Application are required; however, other worthy purposes may be added.
  - a. The area to be served.
  - b. Eligibility for membership (charter, regular, family, life, etc.)
  - c. Amount of dues and date payable.
  - d. Place(s) and frequency of meetings.
  - e. Officers and committees.
  - f. Adoption of By-Laws.

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