

Notice is hereby given of the 54th Annual General Meeting of the New Zealand Cat Fancy Incorporated, to be held Saturday 10th May 2025, commencing at 10.00 am, at the Rydges Wellington Airport, 28 Stewart Duff Drive, Rongotai, Wellington.

Item 1: Attendance & Apologies

Roll Call – in attendance.

Voting strength

Item 2: Election Result

In accordance with Constitutional Clause 21.10 a. Announcement of the Results of the Executive Council Election.

Item 3: Confirmation of Minutes of the Previous Meeting & Matters Arising

Confirmation of the 53rd AGM Minutes

“That the Minutes of the NZCF 2024 AGM be accepted as a true & correct record of the meeting.”

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Matters Arising

Any matters arising.

Item 4: Chairpersons Report [Ngaire Dixon]

As we gather for this year's Annual General Meeting, I find it essential to reflect on the year that has been. It has been a year filled with challenges and achievements, and I stand before you immensely proud of the volume and quality of work undertaken by our small but dedicated group.

In a time of disruption, both locally and globally, our organisation has remained a beacon for the health and welfare of cats. Political decisions affecting animal welfare have created turbulence within various cat fancy organisations worldwide. Amidst this backdrop, we have reaffirmed our commitment to being a proactive and vibrant organisation dedicated to promoting best practices in the breeding and care of registered pedigree cats here in New Zealand.

As a membership organisation, our core purpose is to support quality care for all cats while ensuring that our members receive the highest standards in pedigree cat registration. This year, one of our most significant undertakings has been the project aimed at tidying up our database. This task could not have been completed without the invaluable assistance from not only the hard-working registrars, but the many members, who participated in this. By completing this work, we have improved our database to a level that is trustworthy and stands up to scrutiny and accountability.

As we have been able to fill the role of Registration and Transfer Auditor, we can continue to ensure that the database integrity can be maintained and that breeders follow their obligations under the Code of Conduct. The integrity of our database relies heavily on accurate information, and I want to express special appreciation for our registrars, whose critical efforts ensure its reliability.

Our dedicated IT team has also played a vital role in maintaining a robust and fit-for-purpose platform, enabling us to serve our membership effectively. We have also worked hard to update our constitution to bring it in line with current requirements and will continue to update all our documentation during the year, bringing more updates to next year's AGM.

In our quest to enhance the New Zealand Cat Fancy's profile, we have made significant strides in forging partnerships, particularly with Purina Pro Plan and Petcover. This collaboration has enabled us to publish the new New Zealand Cat Fancy brochure and the "Finding the Perfect Pedigree Kitten" brochure, both of which are important resources for our members and the public.

Our international relationships continue to flourish, notably our active participation in the World Cat Congress in Thailand. As a member of the Brachycephalic Working Group, we are committed to placing the health and welfare of cats at the core of our endeavors, ensuring that we lead the way in responsible breeding practices.

I am also proud to report that we successfully organised and ran the National Cat Show 2024. It was a rewarding experience to work alongside fellow NZCF members who were not part of the Executive Committee, showcasing the spirit of collaboration that defines our organisation.

As we look forward to 2025, our focus remains steadfast on the health and welfare of cats, a crucial element in preserving our breeds. We will continue our efforts to enhance the integrity of our registry, ensuring it meets the highest standards of accountability and reliability. If staffing allows, we aim to further strengthen our IT infrastructure to support our initiatives. Additionally, we recognise the importance in encouraging more members to join our organisation and fostering the progression of all members through training opportunities for handlers, stewards and judges. It is essential that we inspire involvement within the NZCF. Our goal is to enhance the NZCF, nurturing a vibrant environment where all can thrive, we are committed to investing in our organisation in 2025 and, as such, we are not budgeting for a profit this year.

As we reflect on the year, we must also acknowledge the losses we have faced. We have said goodbye to several members, and it is with a heavy heart that I recognize the vacancy we now have at this AGM with the passing of our esteemed treasurer, Marion Petley. Her contributions to our organisation were invaluable, and she will be deeply missed.

The list of individuals to thank in an organisation such as ours is extensive. However, I want to take this opportunity to express my gratitude to the Executive Committee for their tireless work and to our secretary, Sharon Jose, whose dedication has been crucial in our operations.

Finally, I would like to extend my heartfelt thanks to all our members for your continued dedication and unwavering commitment to ensuring that the NZCF remains the leading body for all things

feline in New Zealand. Together, we are making a difference for our beloved cats, and I look forward to another productive year ahead.

4a: National Disputes Coordinator [Ange Robinson]

With there being no official complaints laid during 2024, no report to be presented for this AGM.

4b: Privacy Officer [Lyll Payne]

No report available at time of printing

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Item 5: Portfolio Managers Reports

The reports from the remaining members of the Executive Council.

5.1: BSAC [Lyll Payne]

No report available at time of printing

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5.2: Breeders & Registration Portfolio [Marie Prendergast]

Another year has flown by, just like that!

I have to again this year, thank the amazing registrars for their hard work and diligence. They have done truly outstanding work this year, with extra work thrown at them. Thank you so much for all you do Registrar team!

Also, I want to thank Sharon, without her, I would be lost. She is a very calm super knowledgeable secretary, and her work is fabulous. Thank you! Sharon for all the support.

As we have always experienced, there are challenges with breeders, partnerships etc. that we have to resolve during the year, and we work together as a team to resolve these most fairly and correctly according to the NZCF rules for everyone involved.

We have achieved some clarity around imports, especially from Catz Inc, overseas stud service, late registration of litters etc. I hope it is easier for everyone to understand the rules.

The new Prefix conditions (mentors) have been in place for a couple of year now continue to work well, but we will continue to monitor this.

We had an amnesty period at the end of the year, where breeders could transfer cats and kittens either forgotten to transfer or just never done. We also noted all deceased cats from these lists and it will be incorporated in the ROCAP registry, to help tidy up our registry for ongoing auditing of registrations and transfers. We have a new Registrations and Transfers auditor, who will be looking at trends throughout this year. Thank you to everyone who worked through short or long lists of cats and got them to us, it is very much appreciated, I know it was hard work.

Thank you to all the breeders out there for keeping on top of registering and transferring their kittens correctly. It is imperative to continue to do this to maintain the very important integrity of our ROCAP registration system.

Thanks to Peter Davidson and Christine Yeung in our IT 'department' for getting the complex job of the online registration forms up and running. It's a fabulous tool when it comes to registering kittens.

Feel free to reach out to us if you feel that any registration rules needs to be re-evaluated or doesn't make sense. We want to make sure all rules are clear for all to use.

Marie Prendergast

5.2a: Animal Welfare Liaison Officer [Alex Ashkettle]

In the last year, the Animal Liaison role has initiated communication with breeders identified at risk or subject to reports of animal welfare concerns. This has involved rapport building and being a listening ear to those individuals who may feel unsure or concerned about the reports being made against them. In addition, there was a reach-out response to those in Dunedin during the flood warnings in October 2024. A review was undertaken early 2024 as to the Palmerston North Animal and Bees Bylaw where no action was required. On a local scale, my involvement with the SPCA in Northland and wider rescues has increased the presence of registered cat breeders and their potential involvement with surrendered animals, being the contact person for three cats surrendered to Whangarei SPCA to try and find details of non-registered microchips. NZCF Chair and I have discussed the proposal for more pro-active work in the Animal Liaison position where I hope to reach out to territorial authorities and SPCA's on a wider scale in 2025.

5.2b: NZCF Representative – Companion Animals NZ (CANZ) Board [Zena Pigden]

Companion Animals New Zealand, is a charitable trust whose mission is to promote responsible guardianship of companion animals. Originally set up as Companion Animal Council to provide a microchip database in New Zealand for New Zealand based companion animals (there wasn't one) but now with a more ambitious role in supporting companion animal welfare. As one of the founding members of its predecessor (NZ Companion Animal Council) the NZCF has the right to have a trustee on the board of trustees and I am that trustee.

CANZ continues to have two main fields of activity:

1. Establish and grow the animal register. This serves a dual function in ensuring more lost pets can be reunited with their guardians (microchipping makes a HUGE difference to whether and how soon an owner can be found for a lost or injured animal) and ensuring a reliable income for CANZ to enable it to carry out its charitable and other work.
2. Promote A Good Life for companion animals. A Good Life is all about helping guardians provide positive experiences and wellbeing for their companions by meeting their emotional, psychological and social needs.

The Animal Register:

Is going well, although with cost-of-living pressures it seems that fewer people are getting new pets and certainly pedigree breeders of both cats and dogs have noticed a reduction in demand. Recently two factor authentication was introduced after advice that this was essential to properly protect the data held in the database. As a breeder I have had to set this up (I microchip and register all my kittens myself). It proved quite painless and now happens automatically when I log in.

A Good Life for Companion Animals:

CANZ has been engaged in advocacy work for both cats and dogs – making submissions regarding mandatory desexing and microchipping of cats (CANZ supports this for all cats not intended for breeding by a registered breeder) and has been participating in a number of research projects here and overseas designed to give us better understanding of companion animals and their guardians (what they know/understand about their pets). A successful conference was held in March 2024 ‘Companion Animals in a Changing World’. The CANZ Facebook page actively provides useful information about providing a good life for your companion animals and has provided access to series of free webinars about understanding companion animal needs and behaviour (‘Misbehaviour or Misunderstood’). The intention for the next year is to move to engaging in more projects that will promote and encourage behaviour change to improve the welfare of our pets.

CANZ has also continued to support desexing and microchipping projects in the community by donating money and free registrations to the Companion Animal Trust to be distributed to rescues and community groups for these purposes.

Zena Pigden

NZCF Trustee for Companion Animals New Zealand

5.2c: NZCF Representative Trustee - Companion Animal Trust [Zena Pigden]

The Companion Animal Trust New Zealand is a sister charitable trust to Companion Animals New Zealand. As one of the founding members of CANZ’ predecessor (NZ Companion Animal Council) the NZCF has always had the right to have a trustee on this sister trust and I am that trustee.

The trust’s assets are held with Perpetual Trust and its purpose is to distribute surplus funds to applicants who can show a benefit to companion animals from their project. In general the trust avoids dipping into capital as this reduces future income for grants. Its assets came from income from the animal microchip register, at a time when the funding for the trust was differently structured and it received a percentage of all microchipping income.

There are four categories of grant – Microchipping, Desexing (which always includes microchipping), Research, and Discretionary. However, the need for desexing and microchipping is so pressing, and funds so limited, that the Research and Discretionary grants are currently closed.

The trust’s preference is to grant funds to all correctly completed applications that meet their criteria, but this has been challenging when funds are limited. Funds for distribution come from donations and investment income. CANZ has provided and currently is committed to continuing to provide tagged grants (tagged for desexing) 1-2 times a year. SPCA were also providing funds for the trust to distribute but this has currently been halted. CANZ also provides free microchips and registrations for cats desexed using their tagged desexing grant.

The demand is huge – for the most recent funding round there were applications for roughly four times as much in total as the trust had to distribute – the majority from rescues applying for desexing grants.

All grant recipients are required to show that they have spent the funds supplied on their project as outlined in their application. First time applicants usually get less than the maximum grant as they do not yet have a track record, and all applicants must be either an incorporated society or a registered charity. You can find out more about the Companion Animals Trust New Zealand on their website <https://www.nzcat.org.nz>.



5.3: Business Administration [Sharon José]

Administration: As 2024 came to an end, we saw some significant changes within the running of our organisation, it was good to see new people stepping up and applying for different roles, that saw some new placements in roles, which is fantastic. While these didn't officially take effect until the beginning of 2025, training started within December, to ensure the change was as smooth as possible.

Hindsight is wonderful, and the loss of Marion when she had to step down from her role as Treasurer has shown us all that a contingency plan is essential for the continuation of NZCF, that being said, I feel it would be a great part of the contingency plan, if anyone interested in any of the annual appointments, regardless of whether the incumbent is intending to continue, put their expressions of interest in, while they may not get the role, it shows the Executive Council that there is someone else interested in the role, so if the unexpected happens, the EC know there is person interested in that role that can be approached. It is not about stepping on toes, it is about future planning to ensure that as an organisation we have that contingency plan in place.

Monthly meetings are well established and it is great to have members joining at different times, if at any time you wish to join the meeting, a link can be sent to you prior to the meeting, so you can join and see what goes on in the meeting – you will find it enthralling I am sure!

The Governance Documents Booklets & Standard of Point amendments were on the most part issued to clubs & judges electronically, which was a massive cost saving exercise, especially with the huge increase in postage & packaging.

Membership: Membership numbers at the end of 2024 totalled 527, up 2 from the same period last year. Numbers are currently down, which is normal for this time of year, but we still have late renewals coming in and the associates' numbers will as always, increase as the show season builds momentum.

Prefixes: New applications have remained steady throughout the year with 28 approved and 1 declined.

Breeder Accreditation: These have also remained steady, there still appears to be a delay period in being able to get vets having time to complete inspections in some areas.

Acknowledgment: Special thought go to the families of those members we lost during 2024 and the beginning of this year and of course to those who have had to deal with flooding and storms in different parts of the country.

A huge Thank You to our Registrars, Officials and Liaison Officers for all their hard work, and of course to our Executive Council members. I am sure that the membership join me in saying that the work you do and your dedication to ensuring the efficiency of that work, is valued and appreciated. To all the club secretaries & committee members who strive to keep their clubs going, thank you, it is not easy keeping clubs going with active member numbers declining and show entries dropping every year, which is the sign of the economic climate out there.

It has been a pleasure to serve you all again last year, thank you to those who bring a smile to my dial with your friendly or funny emails etc. these are the little things that make the job feel worthwhile 😊

5.3a: Governance Documents Officer [Jane Webster]

Completed

All governance documents and standards of points amendments were completed on time for printing & distributing.

Preparation of AGM remits.

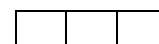
Updating of the Business Plan.

Projects

Updating of the Judges Manual and some of the larger delayed amendments (e.g., contingency plan policy) continues.

Changes

All Governance Documents are now stored in One Drive.



5.4: Information Technology (IT) Portfolio [Christine Yeung]

Over the past year, the IT Portfolio team has continued making significant progress toward improving NZCF's digital infrastructure and operational processes. I would like to acknowledge the dedication and hard work of Peter Davidson. Unfortunately, we have been unable to fill a key position within the team, which has impacted our ability to complete work as quickly as we would like. Despite being limited in both personnel and time resources, our commitment to modernising and streamlining NZCF's systems remains strong, and I am proud of the advancements we have made.

Key Achievements Over the Past Year:

- **NZCF Show Package Update:** A complete review and update of the NZCF Show Package is well underway to bring the package up to date with new colours and provide additional functionality around reporting that includes refined Top 10 results and a full show result report for NZCF which will eliminate the need for a marked catalogue.
- **Ongoing Website Updates:** As part of business as usual, regular updates are made to key areas of the website, including contacts, schedule of fees and the show calendar, ensuring members have access to the latest information.
- **ROCAP Maintenance & Enhancements:** Improvements have been made to ROCAP, including the implementation of new functionality to flag deceased records.
- **Strengthening of Form Submission Processes:** Enhanced tracking mechanisms are being implemented to ensure registration, transfer and membership forms are received and processed efficiently.

- **Show Calendar Management Interface:** A new interface is in development to allow the Shows Portfolio Manager to manage the show calendar, including uploading schedules, entry forms, and results.
- **Show Calendar Enhancements:** A recent update was made to include a judges listing within the show calendar, improving accessibility and planning for exhibitors and show organisers.
- **Continued Migration of Website Pages:** The transition of redundant website pages to the new framework has progressed, setting the stage for future performance optimisations and a better user experience as this work draws to a close.
- **Phase 2 of the Registration Form:** Work has commenced to automate the transfer of collected records from the registration form into ROCAP. This will improve efficiency and accuracy by reducing manual data entry.
- **Development of New Reports:** Custom reports have been built for the Secretary, Treasurer, Membership Coordinator and Registrations and Transfer Auditor, providing deeper insights and supporting better decision-making.
- **Focus on Security & Document Management:** In collaboration with the Executive Council and officers, we are reinforcing security measures to ensure all documentation is securely stored using NZCF's OneDrive and SharePoint file storage.

Looking Ahead – Key Priorities for the Next 12 Months:

- **Kitten Electronic Direct Mail (EDM) for New Owners:** A partnership with Purina to provide valuable information and engagement opportunities for new kitten owners.
- **Self-Service Members Portal:** Development of a portal to empower members with direct access to their information and key services.

Acknowledging Challenges & Future Considerations

I recognise that some members may feel that progress toward a 'better system' for NZCF has been slower than anticipated. It is important to acknowledge that a prior review of alternative systems put updates to the current system on hold, delaying planned improvements. The decision to remain with ROCAP was largely cost-driven, and while the system is now stable, modifications are necessary to meet future needs.

While we have made substantial progress, the time and resource investment required to modify the system effectively may not have been fully anticipated. I want to assure members that we are working diligently with the resources available to us, and I remain open to revisiting past decisions if there is an appetite for change.

Thank you for your continued support and collaboration. I present this report for acceptance.



5.5: Judges and Shows Portfolio [Sheree Russell]

The 2024 show season has been and gone and wasn't it a fantastic one! Based on the shows I was able to attend everyone seemed to be having fun and enjoyed sharing our love of cats. Thank you to all of our wonderful clubs for the amazing job they have done hosting the 2024 shows, there is a

lot of work that happens behind the scenes, with some clubs having very small committees, yet each show went off without a hitch. To all the members on the show committees, thank you.

As you will all know, every year I ask Exhibitors to please remember clubs always have trouble recruiting stewards, handlers and scribes. I therefore urge you all to PLEASE consider helping at any of the shows that you attend. Most clubs are happy to have more workers than they require as it reduces each person's workload and enables everyone to have the chance to see their beautiful cats on the bench.

A few of our lovely Judges have decided to hang up their teasers in 2024 so they could enjoy more time with their family and doing other hobbies. I would like to thank Margaret Harris, Jo Millar, Sharon Jose, Judy Clarke & Ann Skilling for your ambassadorship and dedication that you showed for NZCF over the years.

In October a compulsory online Judges seminar was organised with the focus being on Health & conformation in breeds. A big thank you to Leslie Lyons who presented an interesting on the topic, from the feedback I received all Judges in attendance found it very insightful.

Congratulations to Emma Kimberley who completed the requirements to become a Senior Shorthair Judge and Christine Yeung who became a Senior All Breeds Judge. Also, to Kay McArthur who moved to the Intermediate Longhair Judges panel.

The Longhair Students, having completed the theory part of the school, sat their final Practical Exam in November. Congratulations to Emma who passed, and it is hoped that by the AGM that Bronwyn, who needed to do one more hands on assignment, has also passed. I wish you both all the best as you move through the next stages heading towards your goals of becoming Senior All Breeds Judges. I would like to thank all the helpers and exhibitors who offered their support by giving up their time, either helping behind the scenes or bringing their beautiful cats to the Practical Exam.

All Shorthair students have asked for a Leave of Absence for 2025 due to family and work commitments. They are hoping to pick it back up in 2026.

The Judges Manual Sub Committee has been working hard on the Manual update, and I am pleased to share that it is currently with the Governance Document Officer for formatting.

A gentle reminder to Judges that all contracts need to be signed off by the Judges Portfolio Manager, with this applicable to all NZCF, Catz Inc or Overseas Judging contracts. If you don't get a response from me within a couple of days, I please ask that you ring, text or PM to check that your email has been received. There has unfortunately been a few instances where my email has failed to receive some correspondence, so there may be a chance that I have not received your contract.

As no club came forward to run the 2024 National Show the EC decided to run it. A big thank you to Megan King, Emma Kimberley, Christine Ryan, and Mush Yeung who joined the EC on the National Show Committee, and helped us to host a successful National Show, and another big thank you to all our wonderful sponsors.

At the November meeting it was approved that NZCF will pay for social media advertising to help advertise shows in 2025 as it was found to have worked very well for the 2024 National Show. It is hoped by having this additional advertising in place our clubs can attract more entries and public to their shows.

There have been minor updates to a couple of sections in the Show Bylaws, with this mainly around what is required in the schedules and vaccination of kittens.

On that note good luck to our exhibitors and I hope that you all have a successful 2025 show season.

5.5a: Health and Safety Officer [Christine Ryan]

In the 2024 show season a total of 4 incidents reports were received. I please urge all to Clubs report on incidents that happen at their shows so that we have an accurate record on what occurred as I do believe not all incidents were reported in 2024. In 2025 I will be following up with all the Health and Safety Officers to ensure this happens.

Cats' bites/Scratches	2	Clubs need to review the layout of their shows and the placement of judge's tables to ensure that the judges and handles have free access when carrying the cats to judging tables. They may need to consider having more judges' tables in place around the show hall and crowd control barriers in place.
Trips/ falls	1	Clubs need to ensure. The Show Manager and H & S Officer before and during the show should check for hazards that could possibly be a trip hazard. These hazards should be removed, if possible, minimized by signage or sectioned off.
Retrieving a cat from under show table by owner – knock to head and broke glass frames	1	As per Cats bites/Scratches

In 2025 I will be reviewing the Health and Safety procedure/systems, with recommendations to be put forward to the EC.

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5.6: Publications & Marketing Portfolio [Janice Davey]

I would like to thank my wonderful team Gaynor Saxon for all time she gives in doing Flash Cats, not only Flash Cats but any printing for the NZCF, ensuring these are all ready to be sent out before our show season starts. The Publications of any of the NZCF documents are done to a high standard, brochures, rules, standards, and any other publication when required.

I want to thank Sharon our NZCF Secretary for all her help she has given me, Sharon is a life saver to this Portfolio. Ngaire is a very busy person, but always has time to help, which I do appreciate. Jane Webster also is a hard worker behind the seen, with updating Governance Documents, and Historian for NZCF.

A person who was part of my team was the lovely Marion, I miss you and it was an honour to work with you, my lovely friend.

Flash Cat at long last is electronically on the NZCF Web site with a lot of help from Christine Yeung

This is a magazine for you the members, I would like members to have input in Flash Cats so please send in articles to me or Gaynor.

- Photos from show's you have attended please send to Gaynor
- Articles about what got you started in breeding
- Articles from Clubs, a bit of history,
- Pet owners on why they love show
- Junior members I would love to hear from you.
- Judges what made you want to become a Judge,
- If you have a boarding Cattery place a add
- Breeder Directory is a good outlet for you the breeder
- Clubs hosting the National Show are entitled to a complimentary black/ white advert.

Flash Cats is sent overseas so this is the best platform for Breeder to advertise your breed of cats, the rate for advertising is very reasonable. I want to have 4 pages put a side for members, so please come forward.

Marketing has been working on getting more clients, which has been a positive. It has not been an easy task with the way the economy is now.

We have a few things in the pipe line so watch this spot.

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Item 6: Treasurers Report [Acting Sharon José]

NZ Cat Fancy Incorporated Treasurer's Report to the 2025 Annual General Meeting on the Financial Statements for the Year-Ending 31/12/24

Introduction

The Financial Statements of the NZ Cat Fancy Inc. for the year-ending 31/12/24 are currently being prepared and will be circulated separately for adoption at the 2025 Annual General Meeting.

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2025 Budget and 2026 Forecast for Endorsement

(a) "That the 2025 AGM of the NZCF accepts the 2025 Budget as presented."

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(b) "That the 2025 AGM of the NZCF endorses the 2026 Financial Forecast as presented."

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(c) “That the 2025 AGM of the NZCF confirms the Auditor of the 2025 financial statements.
(Constitutional Clause 20.1)

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Item 7: Proposed Constitutional Amendments

As we approach our upcoming Annual General Meeting (AGM), I would like to share important information regarding proposed amendments to our constitution. These updates are essential for ensuring our governance aligns with current legal standards and best practices.

The EC are bringing forward three Constitutional Remits for consideration, two of which have two parts as they include supporting documents that will also need amending if the remits are successful:

Removal of References to Cheques: In light of changes in the legal tender, we propose to remove all references to cheques in our constitution. This will modernise our financial practices and reflect the current banking environment.

Addition of a Dispute Resolution Section: In compliance with new legal requirements, we must add a section addressing dispute resolution within our constitution. This will provide a clear framework for addressing conflicts, ensuring that all members have a fair and transparent process. If passed this in turn will mean the Disputes & Discipline Document will also need to be reviewed and amended to align with the changes in the Constitution.

Clarification on the Nomination and Election of Executive Committee (EC) Members: Following feedback from the last AGM, we will update the provisions regarding the nomination and election process for EC members. This aims to enhance clarity and transparency in our governance. This causes changes in two documents the constitution and the General Rules and Policies, so these changes need to be voted on.

As such, you will find the detailed AGM documentation, including the proposed amendments to the constitution, which will be discussed at our upcoming meeting. We encourage you to review these documents thoroughly and remind you that if you are not coming to the AGM, (either in person or virtually), you are able to vote on the remits online at our website www.nzcf.com.

7.1C: Executive Council

“That the Constitution following para 6.3 be amended to read:

30.1 In this Constitution:

a. ~~'cheque' means a personal cheque or a bank cheque;~~

a.(b.) 'majority vote' means a vote made by more than half of the members who are entitled to vote and voting on a resolution put to that meeting;

b.(c.) 'meeting' means any Annual General Meeting and any Special General Meeting;

c. (d.) 'money or other assets' means any real or personal property or any interest therein, owned or controlled to any extent by the NZCF;

d.(e.) 'payment' means any transfer of legal tender by cash, electronic transfer, ~~bank cheque~~, or any other means of paying legal tender, ~~and includes payment by personal cheque;~~

e.(f.) 'rules' means the rules of the NZCF;

f.(g.) 'NZCF meeting' means any Annual General Meeting, or any Special General Meeting, but not a Council meeting;

g.(h.) 'use money or other assets' means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, money or other assets;

h. (i.) 'written notice' means hand-written, printed or electronic communication of words or a combination of these methods; and

i.(j.) 'electronic means' means use of email or an electronic election site. Where email is used for voting, a member may vote by sending an email to the returning officer from an email address held by the NZCF that is attributable to the member. The returning officer may specify minimum requirements the email must adhere to (including, but not limited to, stating the member's membership number, and including a declaration that the sender of the email is the relevant voter).

Rationale: Cheques have been eliminated as a payment option since mid-2021. NZCF is committed to accepting payment methods that are accessible and available.

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7.2C: Executive Council

"That a new section be added to the constitution, Section, 13A.Disputes, after para 13.3 which reads:

13A. Disputes

13A.1 All parties to a complaint or grievance shall endeavour to resolve the matter informally and in the spirit of the principles in para 3.5 (NZCF Values). In the event that informal discussions cannot resolve the issue, the procedures in the Disputes and Discipline document shall apply, this should be in conjunction with the following principles.

13A.2 How a complaint is made.

- a. A member or an officer may make a complaint by giving to the NZCF Secretary a notice in writing that:
 - i. states that the member or officer is starting a procedure for resolving a dispute in accordance with the NZCF's constitution; and
 - ii. sets out the allegation to which the dispute relates and whom the allegation is against; and
 - iii. sets out any other information reasonably required by the NZCF.
- b. The NZCF may make a complaint involving an allegation against a member or an officer by giving to the member or officer a notice in writing that:
 - i. states that the NZCF is starting a procedure for resolving a dispute in accordance with the NZCF's constitution; and
 - ii. sets out the allegation to which the dispute relates.
- c. The information given under paras a. ii. or b. ii. must be enough to ensure that a person against whom an allegation is made is fairly advised of the allegation concerning them, with

sufficient details given to enable them to prepare a response.

- d. A complaint may be made in any other reasonable manner permitted by the NZCF's constitution.

13A.3 Person who makes complaint has right to be heard.

- a. A member or an officer who makes a complaint has a right to be heard before the complaint is resolved or any outcome is determined.
- b. If the NZCF makes a complaint:
- i. the NZCF has a right to be heard before the complaint is resolved or any outcome is determined; and
 - ii. an officer may exercise that right on behalf of the NZCF.
- c. Without limiting the manner in which the member, officer, or NZCF may be given the right to be heard, they must be taken to have been given the right if:
- i. they have a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
 - ii. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
 - iii. an oral hearing (if any) is held before the decision maker; and
 - iv. the member's, officer's, or NZCF's written statement or submissions (if any) are considered by the decision maker.

13A.4 Person who is subject of complaint has right to be heard.

- a. This para applies if a complaint involves an allegation that a member, an officer, or the NZCF (the respondent):
- i. has engaged in misconduct; or
 - ii. has breached, or is likely to breach, a duty under the NZCF's constitution or bylaws or the Incorporated Societies Act 2022; or
 - iii. has damaged the rights or interests of a member or the rights or interests of members generally.
- b. The respondent has a right to be heard before the complaint is resolved or any outcome is determined.
- c. If the respondent is the NZCF, an officer may exercise the right on behalf of the NZCF.
- d. Without limiting the manner in which a respondent may be given a right to be heard, a respondent must be taken to have been given the right if:
- i. the respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response; and
 - ii. the respondent has a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and

- iii. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
- iv. an oral hearing (if any) is held before the decision maker; and
- v. the respondent's written statement or submissions (if any) are considered by the decision maker.

13A.5 Investigating and determining dispute.

- a. The NZCF must, as soon as is reasonably practicable after receiving or becoming aware of a complaint made in accordance with its constitution, ensure that the dispute is investigated and determined.
- b. Disputes must be dealt with under the constitution in a fair, efficient, and effective manner.

13A.6 NZCF may decide not to proceed further with complaint.

- a. Despite the para 13A.5, the NZCF may decide not to proceed further with a complaint if:
 - i. the complaint is trivial; or
 - ii. the complaint does not appear to disclose or involve any allegation of the following kind:
 - 1. that a member or an officer has engaged in material misconduct:
 - 2. that a member, an officer, or the NZCF has materially breached, or is likely to materially breach, a duty under the NZCF's constitution or bylaws or the Incorporated Societies Act 2022:
 - 3. that a member's rights or interests or members' rights or interests generally have been materially damaged:
 - iii. the complaint appears to be without foundation or there is no apparent evidence to support it; or
 - iv. the person who makes the complaint has an insignificant interest in the matter; or
 - v. the conduct, incident, event, or issue giving rise to the complaint has already been investigated and dealt with under the constitution; or
 - vi. there has been an undue delay in making the complaint.

13A.7 NZCF may refer complaint.

- a. The NZCF may refer a complaint to:
 - i. a subcommittee or an external person to investigate and report; or
 - ii. a subcommittee, an arbitral tribunal, or an external person to investigate and make a decision.
- b. The NZCF may, with the consent of all parties to a complaint, refer the complaint to any type of consensual dispute resolution (for example, mediation, facilitation, or a tikanga-based practice).

13A.8 Decision makers.

- a. A person may not act as a decision maker in relation to a complaint if two or more members of the committee or a complaints subcommittee consider that there are reasonable grounds to believe that the person may not be:
- i. impartial; or
 - ii. able to consider the matter without a predetermined view.

Rationale: As part of the update to the Incorporated Societies Act 2022, it is a requirement to incorporate the dispute resolution process documented in the society's constitution. This must occur in a way that's consistent with natural justice. If this Remit passes there is a supporting General Remit to direct the Executive Council to review and amend the Disputes & Discipline Document to align with these changes.

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7.3C: Executive Council

* Please note there is a supporting document providing step by step explanations for this remit. This can be viewed or downloaded from the website under AGM Documents.

"That the Constitution following paras be amended to read:

10. Nomination and Election of Executive Council Members

10.1 Before the Annual General Meeting (AGM) the NZCF Members will decide by vote the new members of the Executive Council.

10.2 Nominations.

- a. Nominations for election to the Executive Council shall be in writing signed by at least two ordinary members of the NZCF and shall be endorsed with the consent of the candidate.
- b. The nomination form shall name;
 - i. the club where the candidate is a member with voting rights and is currently financial; and
 - ii. the club where the nominators are members with voting rights and are currently financial.
- c. A short biographical note about the candidate should accompany each nomination.
- d. All nominations shall reach the Secretary no later than 42 days before the Annual General Meeting advertised date.
- e. All nominations for Executive Council shall be restricted to persons who are:
 - i. primarily resident within New Zealand; and
 - ii. either an ordinary or a life member of the NZCF with voting rights.
- f. All retiring members of the Executive Council shall be eligible for re-election but must complete the nomination process.
- g. Upon the closing of nominations, each eligible member will be provided with access voting via electronic means or a ballot paper will be mailed to them.
- h. The election ballot shall contain a list of candidates for the Executive Council and be

accompanied with each of the candidates' biographical notes, if provided. If voting is via electronic means, biographical information will be placed on the NZCF website or circulated by other means and the membership advised of this.

- i. Each member shall be responsible to ensure that their ballot is properly completed and signed and placed in the mail with the proper postage affixed or otherwise forwarded by a commercial delivery service to the appointed returning officer by the date required. If voting is via electronic means, each member shall be responsible for completing their vote by the required date.
- j. No member shall attempt to invalidate or otherwise tamper with the NZCF election process in any manner whatsoever.

10.3 Elections.

- a. The candidate receiving the highest number of votes shall be elected.
- b. Where multiple vacancies exist, then the candidates receiving the highest number of votes shall be elected. In the case of a tie, the result shall be decided by lot. Scrutineering (if any) of the ballot paper count shall be by whatever method is determined as appropriate by the Executive Council.
- c. Where there are both 3-year terms and unexpired term vacancies to be filled, the candidates with the most votes shall fill the 3-year terms, and the next highest polling candidates shall fill the unexpired terms, where a longer unexpired term would be filled by the candidate with the larger number of votes.
- d. Elected officers shall take office at the conclusion of the AGM at which they were elected.

10.4 Term of Office.

- a. The term for Executive Council members will nominally be for 3 years (reduced or extended to terminate at the end of the relevant AGM) unless completing the term of a vacating Executive Council member which has a term of office still remaining then it shall be in accordance with para 10.5 c.

10.5 Vacancies.

- a. If the position of any Executive Council member becomes vacant between NZCF meetings, the Executive Council shall appoint the person who was the next highest polling candidate for an Executive Council position at the last election. Appointments of next highest polling candidates run for the unexpired term of the vacating Executive Council member they are replacing.
- b. If no next highest polling candidate is available, the Executive Council shall appoint another ordinary or life Member to the vacancy. Non-candidate appointments to Executive Council vacancies run only until the next AGM

~~12. Nomination and Election of Executive Council Members~~ to be Deleted as it has been merged with Section 10

Rationale: To make the nomination and election process clearer to understand, Section 12, Nomination and Election of Executive Council Members has been added to Section 10, Election of

Executive Council Members, being part of the same process. If this Remit passes there is a supporting General Remit to amend the General Rules & Policies to align with these changes

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Item 8: General Remits (other proposed motions)

8.1G: Executive Council

“That the Executive Council review the current Disputes and Discipline document and, if required, amend it to align with the changes to the Constitution as soon as practicable”

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8.2G: Executive Council

* Please note there is a supporting document providing step by step explanations for this remit. This can be viewed or downloaded from the website under AGM Documents.

“That the General Rules & Policies following paras be amended to read:

3. Executive Council

Eligibility

3.1 To be a NZCF Executive Council member:

- a. you must be a financial full or family member or life member of the NZCF,
- b. you cannot hold a position of office in a similar registry, and
- c. your place of permanent residence must be New Zealand.

3.2 Deleted.

Powers and Duties of the Executive Council

3.3 The Executive Council shall manage and conduct the business and affairs of the NZCF. All members of the Executive Council shall have responsibility allocated to them for the management of one or more operational areas of the NZCF. The Executive Council Chairman at the first meeting of the Executive Council following the AGM shall make the allocation of such responsibilities in conjunction with the other members of the Executive Council. They shall be required to provide a written report on their area(s) of responsibility to each scheduled meeting of the Executive Council and to the AGM. They shall exercise all such powers of the NZCF as are not required by the Incorporated Societies Act 1908 and its amendments or by its constitution to be exercised by the NZCF in General Meeting.

Elections

Election of Officials and Executive Council Members

4.1 In the month prior to the Annual General Meeting (AGM) the members will decide by a postal ballot or by electronic means:

- a. the new Executive Council members, and

- b. (in alternate years) the breed section representatives.

Voting

- 4.2 Voting papers will be sent to all eligible voting members along with a copy of all the candidates' biographies or each eligible member will be provided with access to electronic voting. If voting is via electronic means, biographical information will be placed on the NZCF website or circulated by other means and the membership advised of this. This will be sent 28 days prior to the date set for the AGM.
- 4.3 The voting papers must be returned by the date specified on the ballot paper. Any that are received after this date shall not be counted. Note that any postmarked envelopes that are marked prior to the cut-off date but received after the cut-off date will also be disregarded. It is the member's responsibility to ensure that their votes are counted. If voting is via electronic means, each member shall be responsible for completing their vote by electronic means by the required date.
- 4.4 The votes shall be counted after the voting papers have all been received.
- 4.5 Deleted.
- 4.6 Deleted.
- 4.7 Deleted.

Composition

- 4.8 The NZCF Executive council shall have a minimum of six (6) council members at all times and:
- a. have a Chairperson that is elected at the first Executive Council meeting following the Annual General Meeting, the elected council members will as the first order of business make a determination as to who will be their Chairperson and Vice- chairperson from the elected council members;.
 - b. shall appoint council members to be the portfolio managers each looking after a separate portfolio, and appoint a buddy to assist and support each portfolio manager;
 - c. should either or both the Chairperson or Vice-chairperson for any reason have vacated or be obliged to vacate their position then the Executive Council will elect from their members a replacement or replacements for part of unexpired term of the vacant council positions until the next AGM;
 - d. shall fill any vacancy on the Executive Council in accordance with para 10.5 of the Constitution; and
 - e. the Chairperson shall be the sole and official spokesperson for the NZCF.

Rationale: To align with the proposed Constitutional amendments to make the nomination and election process clearer to understand.



Item 9: Discussion & Approval of Plans

For the balance of the current and next five (5) calendar years.

- Business Plan for approval
- Succession Plan – contingency plan for annual Appointed Positions & crisis action plan

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Item 10: General Business

- Any Other Business (With the leave of the meeting any other matter that the meeting decides to discuss.)

Sharon José
Secretary NZCF